



***The Women's Giving Circle of Harford County***

***"One Legacy, Many Hands"***

***2017 Grant Guidelines and Application***

# ***The Women's Giving Circle of Harford County***

## ***Vision***

To empower and mentor women as they develop in community leadership and effect change through collaborative giving.

## ***Mission***

The mission of the Women's Giving Circle of Harford County is to engage women of all generations in the power of community philanthropy.

## ***Grant Guidelines***

The Women's Giving Circle of Harford County (WGCHC) 2017 grants program assists a wide range of non-profit organizations whose projects and/or programs benefit women, children and/or families.

The purpose of the program is to provide one-year grants of up to \$5,000 to non-profit organizations that provide services in Harford County, Maryland. Grant funds may be used for direct costs related to projects/programs, such as but not limited to personnel, equipment, materials and supplies, and administration.

In addition, ***the following eligibility requirements apply:***

- Applicant must be a tax-exempt nonprofit organization under category 501(c)(3) of the Internal Revenue Code providing services in Harford County.
- Grant funds must be used to provide services in Harford County.
- Only complete applications will be reviewed.
- Grant requests are for one year only.
- Grant requests must be for a project/program that supports women, children and/or families.
- Grant funds may not be used for solely for ongoing general operating expenses and may not be used to supplant other funding.
- Grant funds may not be used for sectarian religious purposes, or for faith-based programs not of direct benefit to the broader community.
- Previous WGCHC grant recipients must complete and submit a final grant report for any and all previously received WGCHC grants to be eligible to apply in the current grant cycle.
- **If a previous WGCHC grant recipient has been awarded a WGCHC grant for the three previous consecutive years, the recipient organization must take one year off before applying for another WGCHC grant.**

### ***Additional Information:***

- Eligible applicants receiving a grant award from the WGCHC may only use grant funds for charitable purposes as stated in the application.
- The Community Foundation of Harford County (CFHC) will administer grant funds on behalf of WGCHC.
- CFHC has the authority to withhold and/or recover grant funds, if at any time grant funds are misused. The CFHC will investigate allegations of improper use of grant funds including use of funds for the private benefit of donor-advisors, etc.
- Each grantee must enter into an agreement with CFHC before awarded funds are disbursed and must submit a financial and narrative report at the conclusion of the project.
- Grantees may be asked to submit 2-3 photos with a short narrative to describe the funded project/program. Photos may be used for WGCHC social media posts or for other announcements. More details will be provided to grantees.
- Organizations may submit questions related to this application by sending an email to: [wgcharfordcogrants@gmail.com](mailto:wgcharfordcogrants@gmail.com).
- Grants are anticipated to be awarded in ***May-June 2017***.

### ***Deadline:***

**Applications must be RECEIVED by 12:00 PM (noon) on Friday, March 17, 2017.**

Applications may be submitted **only via email as noted below**. Applications **WILL NOT** be accepted by postal mail, personal delivery, fax, or other method.

**Email:** [wgcharfordcogrants@gmail.com](mailto:wgcharfordcogrants@gmail.com)

Subject line: *2017 Women's Giving Circle Grant Application*

### ***Application Requirements:***

Each applicant shall submit an application packet consisting of one copy of each of the following:

- Cover letter on organizational letterhead, signed by the Executive Director (limited to one page);
- Completed Grant Application Cover Page using template provided;
- Completed Grant Application Financial Summary Worksheet using template provided;
- Completed Grant Application Proposal Form using template provided;
- Completed Grant Application Budget Form for project/program using template provided;
- Organization's 501(c)(3) determination letter from the Internal Revenue Service;
- List of organization's Board Members and Executive Staff; and
- Organization's current annual operating budget, including expenses and revenues.

## ***Instructions for the Grant Application Budget Form:***

### **General Instructions:**

1. Using the template provided, complete the Grant Application Budget Form for the project/program for which the applicant is requesting funding from the WGCHC.
2. This budget is not the same as the organization's annual operating budget unless the organization is only operating this one project/program and is not engaged in any other activities.
3. Additional lines may be added to the form as needed for the revenue and/or expenses section.
4. The revenue and expenses listed in the WGCHC Grant Request Column shall be less than or equal to the amounts listed as total revenue and expenses in the Total Project/Program column.

### **Revenue:**

1. Enter the organization name at the top of the page where indicated.
2. Enter the project/program name at the top of the page where indicated.
3. On line 1, enter the amount of funding requested (\$5,000 maximum) from the WGCHC for the project/program in the second column. Do not enter information in the third, shaded column.
4. On lines 2-4, in the Revenue Column under "Other Revenue", enter the source of other revenue that will support the project/program. For each source of revenue noted, enter in the third column the amount of revenue from that source. Do not enter information in the second, shaded column.
5. On line 5, total the amount of revenue for each respective column.

### **Expenses:**

1. For lines 6-14, enter the proposed expenses for the project/program as follows:
  - a. In the WGCHC Grant Request Column, enter the proposed expenses that will be covered by the WGCHC grant.
  - b. In the Total Project/Program Column, enter the amount of the total expenses for the project/program. These are total expenses that will be covered by the WGCHC grant and the other revenue sources.
2. For lines 15-18, enter other proposed expenses if there are expenses other than the standard line items listed. Describe the expense – for example – licensing fees, insurance, etc. and list the amount in the WGCHC Grant Request and/or Total Project/Program Columns as applicable.
3. On line 19, total the amount of the expenses for each respective column.

**Net Income/Loss:**

1. On line 20, show the net income/loss for project/program as follows:
  - a. If the total revenue on line 5 of the Total Project/Program column is greater than the total expenses on line 19 of the Total Project/Program column, enter the difference as net income on line 20 in the third column.
  - b. If the total revenue on line 5 of the Total Project/Program column is less than the total expenses on line 19 of the Total Project/Program column, enter the difference as net loss using parentheses on line 20 in the third column.
  - c. Do not enter information in the shaded area of line 20.



**Women's Giving Circle of Harford County  
2017 Grant Application Cover Page**

Name of Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Organization E-mail: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization Total Annual Operating Budget: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Contact Person Phone: \_\_\_\_\_

Contact Person E-mail: \_\_\_\_\_

Name of Project/Program (if applicable): \_\_\_\_\_

Amount of Total Project/Program Budget \_\_\_\_\_

Amount Requested from WGCHC: \_\_\_\_\_

Date Project/Program Began/Will Begin: \_\_\_\_\_

Date Project/Program Will End: \_\_\_\_\_

***I approve submission of this grant application. I certify that the grant application and the organization does not discriminate on the basis of race, creed, color, gender, age, sexual orientation, national origin or disability. I certify that the information included in the application and attachments is correct and true, to the best of my knowledge.***

**Name and Signature of Executive Director:**

\_\_\_\_\_  
**Signature** **Date**

**Printed Name** \_\_\_\_\_

**Women's Giving Circle of Harford County  
2017 Grant Application Proposal Form**

Please provide a clear and concise response to each of the following questions, making sure to number the response to correspond to the question asked. This completed proposal form must not exceed three pages.

1. Briefly describe the organization's history and mission.
2. Describe the need and/or problem that the proposed project/program will address.
3. Describe the project/program to be implemented, including how it will assist women, children and/or families in Harford County.
4. Describe the organization's qualifications or experience to implement the project/program.
5. Describe who are the planned participants for the project/program? Describe the projected number and ages of those to be served and describe the geographic area for project/program implementation.
6. How will it be determined if this project/program is successful? Provide at least two quantifiable measures of the expected outcome (for example, percent of participants who complete training or percent increase in meals served, etc.).
7. Does the organization have the resources to continue this project/program beyond this grant? Please explain.
8. If the WGCHC grant will not fully-fund the project/program, is the remaining funding currently available to the organization? If not, please explain, including any planned or pending funding.

Yes \_\_\_\_\_ No \_\_\_\_\_



**Women's Giving Circle of Harford County  
2017 Grant Application Budget Form**

**ORGANIZATION:**

**PROJECT/PROGRAM:**

	REVENUE:	WGCHC GRANT REQUEST	TOTAL PROJECT/PROGRAM
1	WOMEN'S GIVING CIRCLE GRANT		
2	OTHER SOURCES (PLEASE LIST):		
3			
4			
5	<b>TOTAL REVENUE:</b>		

	EXPENSES:	WGCHC GRANT REQUEST	TOTAL PROJECT/PROGRAM
6	SALARIES		
7	FRINGE BENEFITS		
8	CONTRACTUAL SERVICES		
9	SUPPLIES/MATERIALS		
10	ADVERTISING		
11	EQUIPMENT		
12	TRAINING/CONFERENCES		
13	PRINTING/DUPLICATION		
14	TECHNOLOGY/COMMUNICATION		
15	OTHER – DESCRIBE		
16	OTHER – DESCRIBE		
17	OTHER – DESCRIBE		
18	OTHER – DESCRIBE		
19	<b>TOTAL EXPENSES:</b>		
20	<b>NET INCOME/&lt;LOSS&gt;:</b>		





**Women's Giving Circle of Harford County  
2017 Grant Application Financial Summary Worksheet**

1. What percentage of total expenses is devoted to the cost of fundraising and administration for each of the past three fiscal years? (Divide fundraising/management and general by total expenses - data available on Form 990.)

\_\_\_\_\_ % FY2016          \_\_\_\_\_ % FY2015          \_\_\_\_\_ % FY2014

2. What is the organization's net income/loss for each of the past three fiscal years? (Subtract total expenses from total revenue.)

\_\_\_\_\_ FY2016          \_\_\_\_\_ FY2015          \_\_\_\_\_ FY2014

3. How many months/years of operating expenses are held in reserve? (Divide funds available for operations by average monthly expenses.) \_\_\_\_\_

4. Does the organization have investments and/or an endowment beyond operating cash?

Yes \_\_\_\_\_ If Yes, How Much? \_\_\_\_\_ No \_\_\_\_\_

5. To demonstrate the diversity of the organization's funding sources, break down the last year's total revenue by percentage:

\_\_\_\_\_ % Fees for Service  
\_\_\_\_\_ % United Way  
\_\_\_\_\_ % Government Contracts  
\_\_\_\_\_ % Government Grants  
\_\_\_\_\_ % Investment/Endowment Income  
\_\_\_\_\_ % Contributed Funds

6. What percentage of the board of directors supported the organization with a personal financial gift this past fiscal year? \_\_\_\_\_

7. Are the financial statements audited?          Yes \_\_\_\_\_ No \_\_\_\_\_

8. If the financial statements are not audited, are the financial statements reviewed?

Yes \_\_\_\_\_ No \_\_\_\_\_