



The Women's Giving Circle of Harford County

"One Legacy, Many Hands"

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.

2018 Grant Guidelines and Application

The Women's Giving Circle of Harford County

Grant Guidelines

The Women's Giving Circle of Harford County (WGC) 2018 grant program assists a wide range of non-profit organizations whose projects and/or programs **directly** benefit women, children and/or families in Harford County.

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 directly supports women, children and/or families.
- Grant funds may not be used 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 WGC grant recipients must complete and submit a final grant report for any and all previously received WGC grants to be eligible to apply in the current grant cycle.
- If an applicant was awarded a grant from the WGC for the three previous consecutive years (2015-2017), the organization must take one year off before applying for another WGC grant.**

Additional Information:

- Eligible applicants receiving a grant award from the WGC may only use grant funds for charitable purposes as stated in the application and the award letter issued by the Community Foundation of Harford County.
- The Community Foundation of Harford County (CFHC) will administer grant funds on behalf of WGC.
- The 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 WGC social media posts or for other announcements. Should photos and a narrative be requested of a grantee, additional details will be provided as part of that request.
- Organizations may submit questions related to this application by sending an email to: wgcharfordcogrants@gmail.com.
- An optional pre-application meeting will be provided to interested potential grantees on January 23, 2018 from 4:00 to 6:00 p.m. at the MedStar Campus, 12 MedStar Boulevard, Bel Air, 21015.
- Grants are anticipated to be awarded in ***June 2018***.

Deadline:

Applications must be RECEIVED by 12:00 PM (noon) on Friday, March 16, 2018. 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

Subject line: *2018 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 two pages), including a brief description of the organization and its history, mission, and mission statement;
- 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 WGC.
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 WGC 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 (add \$ amount maximum) from the WGC 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 WGC Grant Request Column, enter the proposed expenses that will be covered by the WGC 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 WGC 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 WGC 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
2018 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 Title: _____

Contact Person Phone: _____

Contact Person E-mail: _____

Name of Project/Program (if applicable): _____

Amount of Total Project/Program Budget: _____

Amount Requested from WGC: _____

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
2018 Grant Application Proposal Form***

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

1. Describe the proposed project/program's alignment with the WGC's Vision and compliance with the Grant Guidelines.
2. Describe the need and/or problem that the proposed project/program will address.
3. Describe the proposed project/program to be implemented, including how it will directly assist women, children and/or families in Harford County.
4. Describe the planned participants for the proposed project/program. Describe the projected number and ages of those to be served and the geographic area designated for project/program implementation.
5. Describe the organization's qualifications, expertise, and financial capacity to successfully implement the proposed project/program.
6. Describe how the proposed project/program's success will be measured. Provide at least two quantifiable and meaningful measures of the expected outcome.
7. Explain why the requested funding is reasonable to support implementation of the proposed project/program.



**Women's Giving Circle of Harford County
2018 Grant Application Budget Form**

ORGANIZATION:

PROJECT/PROGRAM:

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

	EXPENSES:	WGC 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	<u>TOTAL EXPENSES:</u>		
20	<u>NET INCOME/<LOSS>:</u>		



**Women's Giving Circle of Harford County
2018 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.)

_____ % FY2017 _____ % FY2016 _____ % FY2015

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

_____ FY2017 _____ FY2016 _____ FY2015

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 _____ By Whom _____