

# Women's Giving Circle 2022 Grant

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*The Community Foundation of Frederick County*

## *Instructions*

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The 2022 Grants Program of the Women's Giving Circle of Frederick County will support programs that empower women ages 18 and over in challenging situations to improve the quality of their lives.

- Organizations that offer programs and/or services that promote self-sufficiency for women in Frederick County, Maryland, are eligible to apply.
- Organizations may submit up to four proposals for funding. Each proposal may not exceed \$20,000. Organizations may seek up to \$20,000 total.
- **The application period opens February 15, 2022 at 12:00 AM and closes on March 15, 2022 at 11:59 PM.** The grant period is July 1, 2022 to June 30, 2023. All activities under this grant must be completed within the grant period.
- Grantees are required to participate in a site visit to be scheduled in January 2023 and to submit a final report due August 15, 2023.

### **Funding Priorities for 2022 Grants Cycle**

Furthering women's ability to care for herself and, subsequently, her dependents. Such as:

Furthering workforce and educational opportunity, including but not limited to:

- Direct provision of workforce development programs
  - Job training and placement services
  - Trade and technical certifications
  - Apprenticeship programs
- Direct support, such as scholarships, for post-secondary, apprenticeship, or workforce development programs
- Indirect support of workforce or educational program participation or betterment
  - Mentoring and life skills programs
  - Support of transportation and/or childcare to facilitate participation in workforce development or education programs

Furthering economic capacity, including but not limited to:

- Emergency financial assistance due to changed circumstances
  - Homelessness prevention support
  - Emergency and transitional housing support
  - Transportation support

- Access to income supports
  - Systems navigation -- creating access to benefits such as the Earned Income Tax Credit (EITC), medical insurance, housing vouchers, etc.
- Training in financial literacy
  - Household budgeting, credit scores
  - First time homebuyers' programs
- Financial assistance for next steps
  - Recovery housing costs
  - Low-income homebuyer supports

## *Project Information*

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### **Project Name\***

Please create a name for this grant request.

*Character Limit: 100*

### **Amount Requested\***

Please indicate the dollar amount that you are requesting for this project. **Amount requested may not exceed \$20,000.** Organizations may submit up to four proposals for funding. Organizations may seek up to \$20,000 total.

*Character Limit: 20*

### **Project Purpose\***

Please explain the purpose of your project in one sentence.

*Character Limit: 200*

### **Project Description\***

Your project description should explain

- The program or project for which you are seeking funding
- How this program or project helps to further a women's ability to care for herself and, subsequently, her dependents

*Character Limit: 5000*

### **Location of Project\***

Please provide the address where the majority of the project's services will be delivered.

*Character Limit: 250*

## *Project Services*

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### **WGC Project Activities\***

Please detail the main service activities of the proposed project or program.

*Character Limit: 2500*

### **WGC Project Indicators\***

Project indicators help answer whether the project's activities are making an impact or creating change. Indicators should be short-term (able to be tracked during the grant period), client-focused, measurable, and specific. They can relate to changes in status, awareness, knowledge, attitudes, motivations, income, or other measurable factors. Please identify at least one and no more than four indicators for your project.

*Character Limit: 5000*

### **WGC Project Timeline\***

The project period for Women's Giving Circle Grants is July 1, 2022 to June 30, 2023. Please provide the timeline of the Project Activities or other milestones that will take place during this time-frame.

*Character Limit: 5000*

### **Project Evaluation\***

Explain the measurement tool(s) you will use to track your stated indicators and activities, how you will collect the data, and the points of time during the project when the data will be measured. For existing programs, please discuss any significant trends you have seen in your evaluation data. For new programs, please discuss the trends in data that you anticipate during the grant period.

*Character Limit: 5000*

### **Project Participant Demographics\***

Please provide a brief description of the demographics of the targeted participants for this project (age, race/ethnicity, gender, etc.). Include an estimate of the number of unduplicated people to be served during the grant period.

*Character Limit: 5000*

### **Qualitative Program Information\***

Please provide a brief description or story of a challenge, success, or unmet need experienced by the project or by the participants served by this project.

*Character Limit: 5000*

## *Required Financial Forms*

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### **Project Expenses Total\***

Please provide the total amount of all project expenses.

*Character Limit: 20*

### **Grant Request as a Percentage of Total Project Expenses\***

Please calculate the percentage of your grant request against the total amount of all project expenses.

*Character Limit: 20*

### **Minimum Funding\***

Please provide the minimum amount of funding this project can receive from the Women's Giving Circle and still move forward.

*Character Limit: 20*

### **Minimum Funding Project Change\***

Please explain the key differences in your project at the minimum funding level.

*Character Limit: 900*

### **Implementation Plan without Women's Giving Circle Funds\***

Please explain how or if this project will be implemented without Women's Giving Circle funding.

*Character Limit: 300*

### **Project Budget\***

Please upload a budget for your project in Microsoft Excel or PDF, including all sources of proposed income by line item and proposed expenses by line item. Your uploaded budget should clearly identify which expenses will be funded with this Women's Giving Circle grant. Be sure to note pending and awarded grants, and in-kind and received contributions. A sample budget can be found ([HERE](#)). Applications without properly prepared budgets will not be considered.

Please use the text box to provide background or explanation of unique features of your budget.

*Character Limit: 300 | File Size Limit: 5 MB*

## *Organizational Information*

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For this section of the application, the Community Foundation is utilizing **GuideStar for Grant Applications (G4G)**. If your organization has claimed and completed its profile on [Guidestar.org](https://www.guidestar.org), you will be able to fill in fields below with just a couple clicks of a button.

Scroll back to the top of the application and click the Copy GuideStar Profile button in the upper right corner. Choose from a table of available questions and those fields will automatically populate. ***You will be able to modify these answers.*** Selecting the Copy GuideStar Profile button will not overwrite any previously provided responses in your application. Responses in your application will not update your GuideStar profile.

***Please provide financial information for your most recently completed fiscal year.***

### **Your Organization's Mission Statement\***

*Character Limit: 1000*

### **Your Organization's Fiscal Year Start (Month and Date)\***

*Character Limit: 50*

### **Your Organization's Total Assets (Last Fiscal Year)\***

*Character Limit: 20*

### **Your Organization's Total Liabilities (Last Fiscal Year)\***

*Character Limit: 20*

### **Your Organization's Net Assets End of Last Fiscal Year\***

*Character Limit: 20*

### **Your Organization's Total Revenue (Last Fiscal Year)\***

*Character Limit: 20*

### **Your Organization's Total Expenses (Last Fiscal Year)\***

*Character Limit: 20*

### **Audit, Reviewed Financial Statement, or Financial Form Upload\***

Please provide one of the following documents depending on the amount of your organization's annual charitable contributions **for the most recently completed fiscal year**:

- Nonprofits with annual charitable contributions less than \$300,000 complete a prescribed financial form (HERE). Quasi-governmental, faith-based, and civic organizations and organizations who are chapters of a "parent" organization must also complete this financial form if they do not have their own audit or independent financial review.
- Nonprofits with charitable contributions over \$300,000 but less than \$750,000 upload a financial review performed by an independent certified public accountant.
- Nonprofits with charitable contributions over \$750,000 must upload an audit performed by an independent certified public accountant.

*File Size Limit: 10 MB*

**Staff List\***

Please upload a list that contains the names of your organization's key leadership staff and titles. If explanation is needed, use field below.

*Character Limit: 1000 | File Size Limit: 5 MB*

**Governing Board List\***

Please upload a document that lists your current governing board (Board of Directors, Board of Trustees, etc.)

*Character Limit: 1000 | File Size Limit: 2 MB*

## *Publicizing the Women's Giving Circle Grant to Your Constituents*

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**Grant Publicity\***

Please list the ways and/or event(s) that the grant will be publicized to your constituents, such as an article in a newsletter, an announcement at an annual meeting, a mention at an annual event, a picture in an annual report, signage, etc.

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## *Due Diligence Attestation and Grant Application Certification*

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The Community Foundation will verify your organization's compliance with the State of Maryland. Each organization is responsible for maintaining its compliance with the State of Maryland. If the State's two online databases show your organization is not currently in compliance with each division at the time you submit your application, the application may not be considered.

**Compliance with Maryland Solicitations Act\***

Is your organization currently in compliance (registered and in good standing) with the State of Maryland Solicitations Act? Check [HERE](#)

**Choices**

Yes

No

Exempt - Religious Organization

Exempt - Government/Quasi-Government Organization

Exempt - Civic Organization

**Maryland Department of Assessments & Taxation Personal Property Return\***

Is your organization current with the State of Maryland Personal Property Return filing? Check [HERE](#)

### Choices

Yes

No

Exempt- Religious Organization

Exempt- Government/Quasi-Government Organization

Exempt - Civic Organization

### Name of Applicant\*

Please type the full name of the person completing the application for the organization.

*Character Limit: 50*

### Title of Applicant\*

Please type the title of the person completing the application for the organization.

*Character Limit: 50*

### Name of Chief Professional Officer\*

Please type the full name of the Chief Professional Officer for the applying organization.

This attestation confirms that this named person has given consent for the organization to apply for funding from the Women's Giving Circle.

*Character Limit: 100*