

Women's and Girls' Fund of Kern County

APPLICATION INSTRUCTIONS

DEADLINE: February 4, 2010 by 4:00 p.m.

HOW TO APPLY

APPLICATION COMPONENTS

Application packages should be unbound and must contain:

- 1. PROPOSAL COVER SHEET: 15 copies** of the completed proposal cover sheet. Information may be typed, word processed, or printed.

- 2. PROJECT DESCRIPTION: 15 copies of a project description.** The project description should be typed or word processed and double-spaced. **It must not exceed five (5) double-spaced pages, 11-12 pt font.** It should address the Women's & Girls' Fund Grant Policies and grant-making philosophy and include the following:

a) Summary – Briefly describe:

- Your organization's mission statement, goal(s), and history
- Project purpose
- Expected outcome(s)
- What the grant money would be used for (i.e. salaries, supplies, training)

b) Rationale – Describe all that apply:

- How the proposal addresses the Women's & Girls' Fund focus area for 2010
- How the proposal addresses an unmet or underserved need of women and girls
- Whether this is a new or ongoing project
- How the project addresses the unique needs of women/girls
- Whether the project provides direct service only or seeks to create underlying and sustainable social change for women and girls as a group – and how
- How the women/girls who will benefit from the work may be involved in planning or executing the project
- How leadership and/or skills may be cultivated in the women/girls served to help ensure long-lasting change
- Any partner organizations/agencies and their roles

c) Plan – Describe:

- Project goal(s) and measurable outcomes
- The work to be done and how, where, when, how frequently it will be carried out; how the work will accomplish the goal(s) and outcomes
- The population served (number of women/girls, where they live, key features)
- Timeline
- Similar organizations and/or projects and how your organization and project differ

d) Capacity – Describe:

- A brief recitation of other effective services that your organization has offered
- Your broad community support (financial and/or volunteer)
- Your experience with this type of project
- Key staff involved in the project, their roles and qualifications
- How you may collaborate with other agencies/organizations to leverage available resources for this project

- The sustainability of your project (plans for the project after this grant period, how it will continue to be funded)
- The capacity for impact on women and girls beyond those immediately involved in the project (if applicable)

e) Evaluation and Replicability – Describe:

- The changes/outcomes you expect to see from your activities
- Evidence of change – the measurable evidence which will show that the expected outcomes have occurred
- How your organization will use this assessment data as this specific program continues or with similar programs in the future
- The specific plan and timeline for evaluation
- Any potential for replication to multiple sites/communities (and any plan to replicate)

f) What else would you like us to know about this project?

3. ILLUSTRATIVE WORK PLAN: 15 copies of this chart. Information may be typed, word processed or printed.

4. PROJECT BUDGET: 15 copies of Budget Sheet. Information may be typed, word processed or printed. *In the event that we are unable to meet your full request, please highlight priority items in the proposed project budget.*

5. ATTACHMENTS:

- **One copy** of the most current version of each of the following:
- Board of Trustees/Directors listing that provides members' affiliations and members' total financial contributions to your organization
- IRS determination letter indicating 501(c)(3) tax-exempt status for your organization or your fiscal agent (if applicable)
- Organization's current annual budget
- Organization's previous year's balance sheet & income statement

APPLICATION SUBMITTAL

Mail or hand-deliver to the Kern Community Foundation Office, 1626 19th Street, Suite 14, Bakersfield, CA 93301. Do not e-mail or fax applications. *The deadline for receipt of applications is February 4, 2010 by 4:00 p.m.* Applications delivered or received by then will be accepted.

APPLICATION ASSISTANCE

A Grant-Writing Workshop will be offered on December 18, 2009. For more information about the Workshop or for grant assistance in general, call the Kern Community Foundation at 661.325.5346 and ask to be referred to Judi McCarthy. You may also email judi@lightspeedsystems.com. Please make these contacts well in advance of the deadline.

AN INTERVIEW with the Grants Allocation Committee will be one part of the review process and will be scheduled on February 24. At least one representative for your project should attend.

Legal Applicant / Agency Name: _____

TOTAL Funding Amount Requested \$_____ (must not exceed \$10,000)

Total available for Women's & Girls' Fund grants in 2010: \$12,000-15,000

Agency Information

Total # agency staff: _____ (FT) _____ (PT)

of clients served _____ % women/girls _____

of volunteers _____

Number of board members _____

Board members' total financial contributions (annual) _____

of board meetings per year _____

History of KCF Funding: *Please check all that apply, to the best of your knowledge:*

____ Has received a grant from one of KCF's
granting programs within the last 5 years.

____ Has previously applied for a grant from KCF
within the last 5 years.

Provide the following information for the applicant/agency representative who has been designated as the primary point of contact for all communication regarding the information submitted in this request:

Contact person: _____

Title: _____

Address: _____

Telephone: _____

City: _____

FAX: _____

Zip: _____

Email address: _____

Project Description (please limit to less than 50 words):

____ *We certify that all information contained in this application is true and accurate. We agree to notify the Kern Community Foundation if any of the information contained in this application changes.*

Included:

One original & 15 copies (do not fold, staple, bind):

____ Cover Sheet

____ Project Description

____ Illustrative Work Plan

____ Project Budget

One copy:

____ Current annual budget for organization

____ Previous year's balance sheet & income statement

____ List of board of directors & affiliations

____ 501(c)(3) status letter

Authorized signature – Agency CEO/Ex. Dir.

Date

President – Agency Board of Directors

Date

Kern Community Foundation
WOMEN'S & GIRLS' FUND OF KERN COUNTY
ILLUSTRATIVE WORK PLAN

OBJECTIVES	NUMBER SERVED And percent women or girls	ACTIVITIES Anticipated timeline	MEASURABLE OUTCOMES List expected evidence of change in quantitative terms	ASSESSMENT TECHNIQUE Tools used to measure change

Women's & Girls' Fund of Kern County
GRANT APPLICATION – PROPOSED PROJECT BUDGET

Project budget instructions: **Section I** has three parts: Column A should include ALL expenses related to the project for which you are requesting grant support. Enter in Column B the amount of **grant funds** requested for each applicable line item. In Column C provide cost basis or justification for all amounts in Column B. **Section II** has two parts to document sources of funding for the proposed project outside the Women's & Girls' Fund: A = *secured* sources of funding; B = requested funds still pending, *not yet received*. **Use the reverse side of the page if needed for Sections I or II.**

Section I: Project Costs and Justification

Project Expenses	A: Total project costs	B: Grant funds requested	C: Cost basis/justification for all items in B
Staff salaries/benefits/taxes			
Professional fees (accounting, legal)			
Overhead (rent, insurance, utilities, postage, printing)			
Project supplies/equipment			
Project consultants			
Meetings/travel			
Promotion/publicity/outreach			
Other (specify)			
Other (specify)			
TOTALS			

Section II: Other Sources of Project Funding

A. SECURED funding for project from sources other than the Women's & Girls' Fund:

Sources	Amounts

B. REQUESTED funding from other sources, not yet received:

Sources	Amounts