

## Grant Application

**Funding is provided through membership and donations to the Black Women Give Foundation** and these funds are returned to the Southeastern Region of Pennsylvania in the form of grants. The grant review process occurs once per year. At the annual meeting, the Black Women Give Foundation (BWG) full members vote to determine the recipients of project grants and operating grants in amounts that vary year to year, based on the membership total. Pooling our individual resources to make impactful collective donations creates a rare opportunity for nonprofit applicants; and allows members to have a significant, positive impact in their communities.

**Before completing this grant application, be sure to:**

- Read all instructions thoroughly before beginning, and be strategic and concise – make sure your goals and objectives match our criteria.
- All applications **MUST** be submitted via email and standard mail using this grant application. **The complete application, including the required attachments, must be submitted electronically by Sunday, March 20, 2022, at 10:00 a.m. and postmarked by Monday, March 21, 2022.**
- Failure to provide a complete application, including all properly labeled attachments, or to meet the application deadline will automatically eliminate the applicant from consideration.
- **Executive Summary (MUST ACCOMPANY THIS APPLICATION)** . The Executive Summary should be a one-page document to be shared, separately from the completed application and attachments. This summary should mention key elements of the proposal, the overall mission, work of your organization, and the impact this grant request will have. This document will, in essence, tell the story of your agency and request in a summarized form. A suggested format would include
  - An introduction that includes the mission of the organization.
  - One short paragraph explaining the history of the agency’s work in the community.
  - One to two paragraphs summarizing the proposed project, including the segment of the community served. If operating support, describe the agency’s core programs.
  - One paragraph outlining the desired outcome benefits to the community and how you define success.

### Conflict of Interest Disclaimer

Members of the Black Women Give Foundation Board of Directors are engaged in many external relationships with other non-profit organizations, government agencies and private sector entities. These relationships do not affect the partnership and grant-making decisions of the Black Women Give Foundation. Members of the Board of Directors are bound by a strict conflict of interest policy that is available upon request.

## Grant Application

Complete the following questions and include the attachments listed at the end of the application. Please be concise in your answers.

Type of Grant Requested:  Health & Wellness  Children & Youth  Economic Security

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

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

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Federal Tax ID number: \_\_\_\_\_

Organization's phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of Executive Director: \_\_\_\_\_

Total Agency Budget: \$ \_\_\_\_\_

Project Name for which you are seeking funding: \_\_\_\_\_

Briefly describe the issue you are seeking to address: \_\_\_\_\_

\_\_\_\_\_

Project Director name, email address and phone number: \_\_\_\_\_

\_\_\_\_\_

Total Project Budget \$ \_\_\_\_\_ Amount Requested from Black Women Give \$ \_\_\_\_\_

Total number of individuals served by the project: \_\_\_\_\_

Number of individuals of color served by the project: \_\_\_\_\_

Please provide a paragraph detailing the purpose of the grant: **(500 words or less)**

## Narrative

- 1) Briefly describe the mission, purpose and successes of your organization. **(2 pages or less)**

- 2) What is the process you will use to develop a solution or a response to the identified issue?  
Please provide goals and strategies for your process. **(2 pages or less)**

- 3) Briefly provide a statement of need; describe how the planning process is expected to lead to solutions that will positively impact underrepresented communities of color. **(2 pages or less)**

- 4) What other stakeholders in the community do you intend to engage? **(500 words or less)**

- 5) Please provide a project timeline for the use of the funds. **(500 words or less)**

6) How will grant funds be used? Please provide an itemized description of expenses to be covered by the grant. Please also identify other resources that will be applied to support the project.

EXPENSE ITEM DESCRIPTION	SUPPORT FROM YOUR AGENCY*	+	SUPPORT FROM OTHER FUNDERS	+	REQUESTED FROM BWG	=	TOTAL
		+		+		=	
		+		+		=	
		+		+		=	
		+		+		=	
		+		+		=	
		+		+		=	
<b>TOTAL</b>		+		+		=	<b>PROJECT TOTAL</b>

*\* include revenues generated by program and agency in-kind contributions.*

7) How will you achieve your stated goals if your resource needs exceed what is provided through the grant? (500 words or less)

8) Please provide a short biography of the coordinator/executive director. **(1-page or less)**

9) Provide a brief explanation of how you will evaluate the project's goals and objectives. **(1-page or less)**

**AGREEMENT**

*I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*

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Signature of Executive Director

Date

## Grant History

*If your organization has received grant funding from Black Women Give in the past, please complete the following:*

- 1) When did your organization last receive a grant from Black Women Give? What was it for?

- 2) To what extent did you reach the goals and objectives of that grant? (2-page or less)

- 3) Were there any variances to the project or budget?

- 4) How did the funded project benefit the individuals served? (2-page or less)

## **Applicant Attachments**

Please submit the following attachments with your application:

- a) One copy of applicant's 501(c)(3) letter of determination from the Internal Revenue Service (**NOTE:** *the primary grant applicant **must** be incorporated as a non-profit; organizations incorporated as limited liability companies with fiscal sponsors will not be considered*)
- b) One copy of applicant's current Board and/or Advisory Council list (including date of the term)
- c) One copy of applicant's most recent 990 filing or financial statements (audited if available)
- d) Executive Summary

## **Send to:**

**Please submit the application and attachments electronically by Sunday, March 20, 2022, @ 10:00 am to:**

Black Women Give Grant Committee ([grants@bwgive.org](mailto:grants@bwgive.org))

**\*Note:** hard copies of the application must be forwarded to BWG via standard mail and must be postmarked Monday, March 21, 2022,

If your organization is unable to submit its application electronically, contact [info@bwgive.org](mailto:info@bwgive.org) or call 267-227-3090

## **Questions?**

Please visit us on the web at [www.bwgive.org](http://www.bwgive.org). Questions may also be directed to the Grants Committee by email only [grants@bwgive.org](mailto:grants@bwgive.org)