



A fund of **Eastern Carolina Community Foundation**

Grant-making Guidelines 2018 First Round

Deadline: July 2, 2018 at 5 pm

Women in Philanthropy will offer two rounds of grant funding in 2018 to celebrate their Tenth Year of grantmaking. The goal is to award \$100,000 in total by year end -- which also means that WIP will have awarded \$500,000 --- one half million dollars -- in the ten years of their existence!!!

The first round of grant funding will be based on WIP's traditional focus described below. The second round -- **WIP Anniversary Grants** -- will be awarded for capital expenditures only. Organizations may apply for both rounds. Qualifications for the second round will be published in September 2018.

1. Women in Philanthropy will award grants up to \$7,000 to organizations qualified as a tax-exempt 501(c) 3 organization by the IRS located in and serving one or more of the following Pee Dee counties: Chesterfield, Darlington, Dillon, Florence, Marion, Marlboro and Williamsburg.
2. WIP's objective in awarding grant funding is to support programs or projects that address an existing or emerging community need in support of health, nutrition and/or assistance to victims of violence, neglect or poverty. Grant projects may last for up to 12 months beginning December 1, 2018 – November 30, 2019.
3. Organizations with total budgets up to \$750,000 are eligible to apply. The budget cap of \$750,000 is based on the total budget of each FEIN number, not a department budget. **NEW THIS YEAR: Complete the attached organizational budget form as part of your application package.**
4. Organizations may receive Women in Philanthropy support for two consecutive years, after which the organization must skip one year before applying for a grant again. All organizations will be eligible to apply for WIP Anniversary Grants to be announced in September 2018.
5. Application must be received by **5:00 p.m. on July 2, 2018** at the Community Foundation office located at 154 West Evans Street, Florence, SC 29501. Mailing address is P.O. Box 1615, Florence, SC 29503. **No faxed, emailed or late applications will be accepted.**
6. Send **only one** copy of the application materials - **do not use binders, staples or folders.**
7. Do not send additional information beyond that which is requested.
8. Oral presentations from selected grantees are scheduled for **September 13, 2018 at noon** at the Doctors Bruce and Lee Library in Florence. The date for the Grant Awards Presentation is **TBA**.
9. Applicant's Board Chairperson must sign Understanding and Agreement on last page of application.



GRANT APPLICATION

Application must be submitted on this form or exact duplicate (2 page max). Use no smaller than 10-point type, Times New Roman font.

Organization: _____

Project Title: _____

Project Coordinator/ Executive Director: _____

Organization's Address: _____

Phone: _____ Email: _____ FEIN: _____

Date organization was founded: _____ Date most recent FY ended: _____

Use ONE -- only ONE NOT TWO -- separate sheet to answer the following five questions:

1. What is the organization's mission?
2. Provide a descriptive summary of the proposed project.
3. State the problem or issues to be addressed by project.
4. State the project goals and expected outcomes.
5. How does the project fit with Women in Philanthropy objectives?

Budget

Total Organizational Budget from most recent Fiscal Year \$ _____

Total Budget for this Project \$ _____

Funds Requested from Women in Philanthropy \$ _____

Complete attached budget form and return with application.

Budget detail for this Project

Category	Amount
Personnel	\$ _____
Supplies	\$ _____
Marketing and promotion	\$ _____
Other _____	\$ _____
TOTAL Project Budget	\$ _____

Name up to 3 organizations with which you collaborate on carrying out your organization's work.

Please list up to 3 references with contact information in the event we want to ask for community input.
DO NOT INCLUDE letters of support.

1. _____
2. _____
3. _____

Required attachments:

Total Operating Budget Form from most recent fiscal year. **Use form provided.**

Board List - Attach a list of your Board of Directors, showing their contact information, primary professional and community affiliations, and position on the board.

Understanding and Agreement

As the Project Coordinator/Executive Director and Chairman, we understand and agree that failure to fully comply with each and every item may result in this project not being considered or approved, or if approved, support being withdrawn. Women in Philanthropy will receive the full funded amount back if the granted organization does not comply with the following stipulations:

- Project evaluation due one month following conclusion of grant period – December 31, 2019.
- Expenditures must follow proposed project budget.
- Women in Philanthropy reserves the right to use reports and pictures for media content.
- Organization will use the required language stated in our contract for announcing grant.

Signature of Project Coordinator/ Executive Director

Date

Signature of Board Chairperson

Date

Application deadline is July 2, 2018 at 5 pm.

Deliver to: Eastern Carolina Community Foundation, 154 W. Evans Street in historic downtown Florence.
Or mail to P. O. Box 1615, Florence, SC 29503 Phone: (843) 667-1131

The grant-making process will be conducted with integrity, fiscal responsibility, respect and fairness to community organizations and to Women in Philanthropy members. Women in Philanthropy does not discriminate on the basis of race, ethnicity, color, national origin, sex, disability, gender status, or age.

Funding for grants comes from annual contributions from members of Women in Philanthropy who each have one vote on the final slate of proposals for funding. The Grants Committee selects the slate of proposals to be presented to the membership for their vote.



Most Recent Completed Fiscal Year Budget 20__		
Name of Organization		
Income		
Individual Donations		
Corporate Donations		
Grants		
Events and Fundraising		
Earned Income		
Membership Fees		
Interest Earned		
Other (<i>specify</i>)		
Total Income		

Expenses		
Personnel		
Personnel benefits		
Programmatic Activities		
<i>List each activity</i>		
<i>List each activity</i>		
Special Events		
Fund Raising		
Administrative Expenses		
Professional Services, e.g., accounting, legal, etc.		
Other		
Other		
Total Expenses		