



Women in Philanthropy

A fund of **Eastern Carolina Community Foundation**

**Grant-making Guidelines 2019**  
**Deadline: July 1, 2019 at 5 pm**

Welcome to Women in Philanthropy's eleventh year of grantmaking. There are a few changes this year so please read through this page.

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, 2019 – November 30, 2020.
3. Organizations with total assets up to \$750,000 are eligible to apply. The financial cap of \$750,000 is based on the total financial assets of each FEIN number, not a department budget. **Please provide a copy of the first page of your 2017 IRS 990 as proof of your meeting the \$750,000 cap. Complete the attached organizational grant 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.
5. Application must be received by **5:00 p.m. on July 1, 2019** at the Community Foundation office located at 154 West Evans Street, Florence, SC 29501. Mailing address is P.O. Box 1615, Florence, SC 29503. Post mark date must be July 1, 2019. **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.** Do not send additional information beyond that which is requested.
7. Oral presentations from selected grantees are scheduled for **September 11, 2019 at noon** at the Doctors Bruce and Lee Library in Florence. The date for the Grant Awards Presentation is **TBA.**
8. Applicant's Board Chairperson must sign Understanding and Agreement on last page of application.

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.



# 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 -- addressing an existing or emerging community need in support of health, nutrition and/or assistance to victims of violence, neglect or poverty?

## Budget

Total Organizational Assets as listed on line 22 of 2017 IRS 990 \$ \_\_\_\_\_

Total Budget for this Project \$ \_\_\_\_\_

Funds Requested from Women in Philanthropy \$ \_\_\_\_\_

## Budget detail for this Project

Category	Amount
Personnel	\$ _____
Supplies	\$ _____
Marketing and promotion	\$ _____
Other _____	\$ _____
<b>TOTAL Project Budget</b>	<b>\$ _____</b>

Name up to 3 organizations with which you collaborate in 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.**

**Page 1 of 2018 IRS 990 form, or copy of IRS 990 postcard.**

**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, 2020.
- 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 1, 2019 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 with 7/1/2019 postmark. Phone: (843) 667-1131



Women in Philanthropy

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

<b>Expenses</b>		
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		
<b>Total Expenses</b>		