



## **Women Helping Women Fund 2018 Grant Application Instructions**

**For Grant Year July 1, 2019 - June 30, 2020**

**DEADLINE:** October 19, 2018 at noon

### **INTRODUCTION**

Women Helping Women Fund (WHWF) is a nonprofit organization dedicated to empowering women and children to create healthy families and vibrant communities.

### **ELIGIBILITY**

To receive funds, your agency **must:**

- Have 501(c) (3) tax-exempt status as defined by the Internal Revenue Service.
- Spend no more than 5% of your budget on legislative involvement.
- WHWF considers grant applications for programs in Spokane County only.
- WHWF does not fund individuals, political action organizations, or endowment funds, and no more than 15% of administrative/indirect costs.

### **GUIDELINES**

Women Helping Women Fund uses the following guidelines:

- WHWF grants funds to specific **programs**, not agencies, which support women and children.
- WHWF encourages that each agency only submits one application each year. Given the high demand for funding, it is unlikely that WHWF will be able to provide funding to more than one program per agency within a grant year.
- WHWF awards responsive grants for one year. Grant funds are available to spend between July 1 and June 30. No funds should be expensed prior to July 1 or after June 30. After the termination of the grant year, unexpended funds must be returned to the WHWF office by September 1.
- WHWF examines the financial stability of programs and agencies.
- WHWF favors innovative, collaborative, and creative programs that meet community needs and align with our mission *to empower women and children to create healthy families and vibrant communities.*
- WHWF may conduct site visits prior to allocating funds.

**INSTRUCTIONS:** Please read carefully as our directions change from year to year and must be adhered to by all applicants. Failure to follow directions may disqualify your application.

1. Download the instructions and template documents available at [www.whwfspokane.org/grant-application](http://www.whwfspokane.org/grant-application).
2. Complete the requested information using the template documents.
3. Submit the application and required documents at [www.whwfspokane.org/grant-application](http://www.whwfspokane.org/grant-application). Once an application is submitted, it cannot be modified. *Note: Applications may not be submitted in-person to the WHWF office.*
4. Applications must be submitted by noon on October 19, 2018. Late and/or incomplete proposals will not be considered.

## NOTES

- Please **do not** include cover letters, letters of support from individuals or other agencies, brochures or other collateral materials such as pictures.
- Please **do not** reuse past applications or parts thereof.
- All grant applications must be submitted through the online form available at [www.whwfspokane.org/grant-application](http://www.whwfspokane.org/grant-application). Applications may not be submitted in-person to the WHWF office.

*Please see the following page for detailed instructions regarding each component of the application.*

**Grant applicants must submit the following:**

	Components	Format and Instructions
<b>1. GRANT APPLICATION</b> <i>Download WHWF template</i>	<ul style="list-style-type: none"> <li>▪ Proposal Cover Page</li> <li>▪ Section A: Proposed Program Narrative</li> <li>▪ Section B: Budget Narrative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Microsoft Word file</li> <li>▪ 9 page maximum for the entire file</li> <li>▪ Basic fonts are desired. Refrain from using a script or other difficult to read fonts.</li> <li>▪ All narratives should be double-spaced.</li> </ul>
<b>2. BUDGET WORKSHEET</b> <i>Download WHWF template</i>	<ul style="list-style-type: none"> <li>▪ Budget Worksheet</li> </ul>	<ul style="list-style-type: none"> <li>▪ Excel file</li> </ul>
<b>3. APPENDICES</b> <i>Download WHWF template</i>	<ul style="list-style-type: none"> <li>▪ Appendix A: Alignment with WHWF Mission</li> <li>▪ Appendix B: Authorization Statement</li> <li>▪ Appendix C: USA Patriot Act Compliance Form</li> <li>▪ Letters(s) of agreement from partner(s), if program is offered in collaboration with other non-federal agencies.</li> </ul>	<ul style="list-style-type: none"> <li>▪ One PDF file including all of the appendices</li> <li>▪ Authorization Statement and USA Patriot Act must be signed.</li> </ul>
<b>4. 501(c)3 DETERMINATION LETTER</b>	<ul style="list-style-type: none"> <li>▪ 501(c)3 tax-exempt status determination letter.</li> </ul>	<ul style="list-style-type: none"> <li>▪ PDF file</li> </ul>
<b>5. FINANCIAL DOCUMENTS</b>	<p>For those with a calendar year (12/31) fiscal year:</p> <ul style="list-style-type: none"> <li>▪ Agency's overall 2018 budget (i.e. 1/2018-12/2018)</li> <li>▪ Agency's internally prepared year-to-date 2018 financial statements including the balance sheet and income statement (i.e. 1/2018-9/2018)</li> <li>▪ Agency's 2017 year-to-date audited, reviewed or compiled financial statements prepared by an independent accountant, including notes to the financial statements. If not available, please provide internally prepared financial statements and include a copy of the agency's most recently filed IRS tax return (preferably 2017).</li> </ul> <p style="text-align: right;"><i>Continued on the next page.</i></p>	<ul style="list-style-type: none"> <li>▪ One PDF file including all of the required documents</li> </ul>

<b>5. FINANCIAL DOCUMENTS (cont.)</b>	<p>For those with a non-calendar year fiscal year:</p> <ul style="list-style-type: none"> <li>▪ Agency's overall current fiscal year budget (i.e. 6/2018-6/2019)</li> <li>▪ Agency's internally prepared year-to-date financial statements including the balance sheet and income statement (i.e. 6/2018-9/2018)</li> <li>▪ Agency's most recent audited, reviewed or compiled financial statements prepared by an independent accountant, including notes to the financial statements (i.e. 6/2017-6/2018). If not available, please provide internally prepared financial statements and include a copy of the agency's most recently filed IRS tax return.</li> </ul>	
<b>6. JOB DESCRIPTIONS</b>	<ul style="list-style-type: none"> <li>▪ Job descriptions of those persons associated with the program for which funds are requested.</li> </ul>	<ul style="list-style-type: none"> <li>▪ One Microsoft Word or PDF file.</li> </ul>