

Dear Agency Leader,

Attached you will find the 2011-2012 Request For Proposal (RFP) from A Fund For Women. We are pleased to announce that we will be distributing no less than \$100,000 this year. As in past years, we aim to build on the assets of the many strong non-profit organizations in Dane County, supporting both proven and innovative programs and services.

The AFFW grant-making committee has identified a funding focus for the next two years. As described in the RFP, the funding focus is on teenage girls and young women (aged 16 to 24 years) who are transitioning to independence and self-sufficiency. This funding focus will carry over the 2011-2012 and 2012-2013 funding years. However, we want to make it clear that we are NOT accepting multi-year funding proposals. Agencies interested in a second year of funding will need to reapply in the second year (2012-2013).

Once again, the due date for proposals is **Friday, July 1, 2011**. Please note that we are asking that attachments be sent separately from the proposals. In addition, organizations that have previously submitted most of the materials contained within the attachment package are asked not to submit them again.

Given the overwhelming response to our workshop on grant-writing last year, we are again offering a workshop on the AFFW grant-making process on **Wednesday, May 25, 1:00 – 3:00 p.m. at the Madison Community Foundation**. As part of this workshop, we will describe the fact-finding process conducted every two years, the requirements of the RFP and grant proposals, and provide an overview of our process for evaluating proposals. We will also discuss how we identified the 2011-2012 focus on transitioning to independence and self-sufficiency, and take any questions regarding this focus area.

Please email Jacqueline Walisser at [jac\\_walisser@hotmail.com](mailto:jac_walisser@hotmail.com) by **May 13** to register your intent to attend. Include the name and title of the representative who will attend and the name of your organization. Because of the overwhelming response in previous years, we ask that you send just one representative so that we can accommodate as many agencies as possible. Attendance will be limited to the first 20 registrants on a first-come first-serve basis.

Thank you for your continued good work on behalf of women and girls.

Mary Lang Sollinger and Jacqueline Walisser,  
Co-chairs  
AFFW Grant-Making Committee  
2011-2012

## **A FUND FOR WOMEN 2011-2012 REQUEST FOR PROPOSAL**

### **About A Fund for Women**

A Fund for Women (AFFW) is a component fund of the Madison Community Foundation. AFFW provides funding for programs that benefit women and girls. Such projects empower, celebrate and build upon the assets of women and girls in our community.

### **Focus Area to be Funded**

AFFW is seeking proposals for reducing barriers to independence faced by **teenage girls and young women (aged 16 to 24 years) as they transition to becoming self-sufficient and independent**. Programs that proactively address basic life skills such as development of healthy relationships, personal finance skills, awareness of appropriate parenting skills, and career development/goal-setting are of particular interest. AFFW believes that providing training in these basic life skills and fundamental needs will help teenage girls and young women to grow in self-esteem, move towards **self-sufficiency and independence**, and have **compounding cross-generational effects**.

AFFW is particularly interested in innovative programs and services that will reach teenage girls and young women (aged 16 to 24 years) in poverty and from diverse cultural backgrounds in urban, suburban or rural Dane County. Proposals should indicate how teenage girls and young women will be connected to support networks and community programs that address these basic life skills. Programs may achieve these goals either through direct provision of care, case-management, mentoring, or peer-support strategies. AFFW hopes that developing consistent and stable role-models will help this population overcome barriers to independence and self-sufficiency, and have cross-generational effects.

### **Eligibility for Grants**

Applicants must be non-profit organizations (exempt from Federal income taxes under section 501c(3) of the Internal Revenue Code), schools, governmental bodies, or under the supervision of such a group. Projects must focus on women and girls in Dane County.

### **Funding**

One or more grants up to a total of not less than \$100,000 will be made to projects that best meet the above criteria. Grant target range: 50% large grants at >\$25,000; 25% medium grants at \$10,000-\$25,000; 25% small grants at <\$10,000. Multi-year requests will **NOT** be accepted.

## Timeline

- May 25 Application Preparation Workshop for new agencies and those with questions about the grant-making process or area of focus.
- July 1 Applications due by July 1, 2009 at 4:30 p.m. Please send an electronic copy to each of the following:  
[affw@madisoncommunityfoundation.org](mailto:affw@madisoncommunityfoundation.org)  
[jwiniger@madisonmagazine.com](mailto:jwiniger@madisonmagazine.com)
- July 1 Attachments due in a **separate electronic or hardcopy file** by July 1, 2009 at 4:30 p.m. Please send a copy to:  
[affw@madisoncommunityfoundation.org](mailto:affw@madisoncommunityfoundation.org)  
or  
AFFW  
PO Box 5010  
2 Science Court  
Madison 53705-0010
- October 12 AFFW Annual Event, where public announcement of grant award(s) will be made. Grant recipients should be available to attend.
- Grant funds are available January 2012.

**The grant application package, excluding attachments, will NOT BE considered if it exceeds four (4) pages plus a one-page (1) cover letter for a total of five (5) pages.**

## GRANT APPLICATION FORMAT

### I. ORGANIZATIONAL INFORMATION

- A. Applicant Organization Name, Address, Phone, Fax, E-mail and Web site address (if any).
- B. Contact Person's Name and Title, Phone, E-mail.
- C. Project Name, Total Project Budget, Amount Requested and Date(s) when project will begin.

### II. DESCRIPTION OF APPLICANT ORGANIZATION

- A. Provide a brief history of the organization, and describe its mission, objectives, primary programs for services, service populations, and location of service activities.
- B. If the project is collaborative, provide short descriptions of each partner.

### III. PROGRAM AND EVALUATION PLAN

- A. **Statement of Purpose** – Identify what you perceive as the compelling need of teenage girls and young women (aged 16 to 24 years) that is to be addressed through this project/program. Describe the purpose of the proposed program and how it will proactively address the basic life skills needed to increase **self-sufficiency and independence**. Provide a profile of the teenage girls and young women who will participate and who will benefit from the project/program. State how the proposal will address barriers to independence and self-sufficiency, and have cross-generational effects.
- B. **Program Outcomes** - List and briefly describe intended outcomes (maximum of 3 suggested) of the project/program, and the changes in teenage girls and young women (aged 16 to 24 years) expected to occur as a result of the program. Outcomes are often stated in terms of increase, decrease, or improvement.
- C. **Activities** - List and briefly describe the activities needed to accomplish the intended outcomes and their sequence using a timeline. Explain the responsibilities of staff and volunteers and their qualifications to perform these tasks.
- D. **Data Collection** - List and briefly describe what information will be collected to measure the progress of the proposed project/program (e.g., changes in attitude, improvement of skills, increases in knowledge, etc.). This information should demonstrate, and be directly related to, the intended outcomes.
- E. **Data Gathering Methods** - List and briefly describe what data collection instruments have been chosen and why they are appropriate or best for the type of data you expect to measure. Possible data gathering methods include rating forms, surveys, questionnaires, focus groups, and professional observations.
- F. **Other Outcomes** – List any other activities or outcomes of the project/program, if any, that are important to your program but may not specifically fit the proposal review criteria and that you have not yet described.

#### IV. FUNDING PLAN

In narrative form, describe the financial plan for current and future support of the proposed project. Explain why the program merits funding by AFFW.

#### V. BUDGET

In spreadsheet format, create a line-item project budget, including expected income and expenses. List all funding sources, and state how funds requested from AFFW will be spent. Please note the status of these sources and whether they are secured or anticipated. Include other funding requests that have not been granted.

#### VI. ATTACHMENTS

- A. Submit the following documents as a **separate electronic or hardcopy file**. Include organization and project name at the top of the submission. If AFFW has received any of these documents in previous years, please do **NOT** resubmit.
1. Resumes for the organization's Executive Director and the key program-staff member (**1-2 page maximum** for each).
  2. List of Officers and Directors (**1 page**).
  3. Most recent organization year-end financial statement or audit summary.
  4. Total organization income and expense budget summary for the current fiscal year (**1-2 page maximum**).
  5. Copy of Federal 501(c)(3) form (first-time applicants only).