

Dear Agency Leader,

Attached you will find the 2009-2010 Request For Proposal from A Fund For Women. In order to be fiscally responsible in these economically challenging times, we will distribute no less than \$50,000. As the year progresses, we hope to add to that figure to assist women and/or girls in achieving movement toward self-sufficiency. 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.

Please note another change in our process this year. Having completed our fact-finding for two years, we are dividing our focus into distinctly different issues for this funding year and the next. As you will see in the RFP, this year's focus will be on parenting programs. The focus for 2010-2011 will be on support for women caregivers of the elderly or handicapped. That issue will be defined more completely in next year's RFP.

Once again, the due date for proposals is July 1. Please note, however, that we are asking that attachments be sent separately from the proposals. And, 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 offering a workshop on the AFFW grant-making process once again, on Friday, May 15, 10:00 –11:30 a.m. at the Madison Community Foundation. In the discussion of our grant-making process, we will concentrate on the fact-finding process we do every two years, how we arrived at the two distinct topics for the 2009-2010 and 2010-2011 funding years, questions about the 2009-2010 focus on parenting, and an overview of our process for evaluating proposals. Please email us at jac_walisser@hotmail.com by May 8 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 last year, we ask that you strongly consider sending just one representative. Also, 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.

Ellie Schatz and Jacqueline Walisser, Co-chairs, AFFW Grant-making Committee, 2009

A FUND FOR WOMEN 2009-2010 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 Areas to be Funded

AFFW is seeking proposals for parenting programs or projects that proactively address girls' brain development, sexual awareness, or social/relationship skills such as anger management, conflict resolution, etc. We believe early intervention with parent(s) or surrogate parent(s), as role models in these areas, will help girls and women to grow in self-esteem and achieve movement toward **self-sufficiency** from childhood through adulthood.

AFFW is particularly interested in innovative or ongoing programs and services that will reach women and girls in poverty and from diverse backgrounds in urban, suburban or rural Dane County. Proposals should indicate how the project or program will connect women and girls to support networks or community services that will help them to overcome specific barriers to self-sufficiency in the area of focus.

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 young women and girls in Dane County.

Funding

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

Timeline

May 15 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 both the email addresses below:
affw@madisoncommunityfoundation.org
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

or

AFFW
PO Box 5010
2 Science Court
Madison 53705-0010

October 15 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 2010.

The grant proposal 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 young women or girls that is to be addressed through a parenting project or program. Describe the purpose of the proposed program and how it will address increased self-esteem and **self-sufficiency**. Provide a profile of the birth or surrogate parent(s) who will participate and the girls who will benefit from the project. State how the proposal will address barriers to self-sufficiency. Include any arrangements to collaborate with other organizations and/or institutions.
- B. **Program Outcomes** - List and briefly describe intended outcomes (maximum of 3 suggested) of the project/program, and the changes in birth and surrogate parent(s) and girls 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 what type of data you expect to receive. 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).