

Dear Agency Leader,

Attached you will find the 2010-2011 Request For Proposal from A Fund For Women. It is our privilege to announce that we once again will be able to distribute up to \$100,000 in grants 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 that this is the second year of our dividing our focus into distinctly different issues for a funding period. As you will see in the RFP, this year's focus is on programs that support women caregivers, primarily of the elderly or handicapped.

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. Organizations that have previously submitted any of the materials contained within the attachment package are asked not to resubmit them.

Given the overwhelming response to our workshop on grantwriting over the past years, we are offering a workshop on the AFFW grant-making process once again, on Friday, May 21, 10:30 – noon at the Madison Community Foundation at 2 Science Court. In the discussion of our grant-making process, we will concentrate on questions about the 2010-2011 focus on caregivers, and provide an overview of our process for evaluating proposals.

Please email us at affw@madisoncommunityfoundation.org by May 14 to register your intent to attend the workshop. Include the name and title of the representative who will attend and the name of your organization. Because of the overwhelming response in recent years, we ask that you send just one representative. 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, 2010

A FUND FOR WOMEN 2010-2011 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 programs or projects that proactively support adult women who are the primary caregivers of elderly, disabled, and intergenerational family members. Such programs should help women to identify themselves as family caregivers and to recognize the emotional and physical consequences of this role. Programs should alleviate the risks and hazards to these caregivers and establish the targeted resources and tools needed to increase these women's capacity to remain independent and healthy. For the short term and long term, programs should help women caregivers focus on their own needs as well as the needs of those for whom they have taken on responsibility.

AFFW is aware that the burden on women who are family caregivers has an impact not only on home and family life, but on the caregiver's work and career. We are particularly interested in innovative programs and community- or workplace-based services that will link caregivers to support networks and help them to grow in their own self-esteem and self-sufficiency. These programs should provide evidence-based improvements and solutions for caregivers while also reducing associated costs – to employers, families, and the urban, suburban or rural Dane County communities in which they exist. We are looking for wellness initiatives that will result in greater community involvement as well as an understanding of, respect for, and support to women who are often struggling to keep their jobs while at the same time handling the roles of wife, mother, grandmother and primary caregiver of an elderly or disabled family member.

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 approximately \$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 21 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, 2010 at 4:30 p.m. Please send an electronic copy to the following:
affw@madisoncommunityfoundation.org
- July 1 Attachments due in a **separate electronic or hardcopy file** by July 1, 2010 at 4:30 p.m. Please send a copy to:
affw@madisoncommunityfoundation.org
or
A Fund For Women
PO Box 5010
2 Science Court
Madison 53705-0010
- October 21 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 2011.

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 that is to be addressed through programs that proactively support adult women who are primary caregivers. Describe the purpose of the proposed program and how it will address healthy lives and **self-sufficiency** among women caregivers. State how the proposal will help alleviate risks and hazards to these caregivers and help them focus on their own needs as well as the needs of those for whom they have taken on responsibility.
- B. **Program Outcomes** - List and briefly describe intended outcomes (maximum of 3 suggested) of the project/program, and the improvements expected to occur in caregivers' lives 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. Include objective as well as subjective measures.
- 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 1-page 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).