



Women's Gift Alliance Pooled Fund Grant 2024 Preliminary Application Guidelines and Instructions

BACKGROUND

The Women's Gift Alliance (WGA) was formed to make a significant impact in Kootenai County through philanthropy. The WGA's mission is to pool the talents and resources of women in Kootenai County to provide meaningful financial support to a broad range of charitable, cultural and educational projects within our community. The WGA Grant Program consists of annually awarding large **Pooled Fund Grants (Grants)**, **Finalist Awards**, and smaller **Individually Designated Gifts**.

Grants are awarded through a four phase collaborative selection process including final membership vote. All submittals are reviewed carefully by the WGA Grant Committee verifying information submitted, weighing against WGA grant criteria, and subjectively evaluating community need and the likelihood of project outcomes.

Finalist Awards may be awarded each year to organizations on the Grant Ballot who do not receive a Grant.

Individually Designated Gifts (IDG) are awarded every year by August. Each of our members may designate a \$250 Individual Gift to a nonprofit organization of their choice.

GRANT ELIGIBILITY CRITERIA

1. Services provided by the Organization must benefit residents of Kootenai County.
2. Only organizations that qualify as 501(c) 3 entities under the IRS code or other organizations that meet charitable guidelines established by the Idaho Community Foundation and the IRS are considered for funding.
3. Organizations that have previously received a WGA Grant Award may receive only one grant within a three-year period.

GRANT FUNDING CRITERIA

The Women's Gift Alliance guiding principle is to make a significant impact in the community through philanthropy. To achieve our goal, Women's Gift Alliance members are asked to vote for Grant Projects that demonstrate one or more of the following:

- ENRICH THE FABRIC OF THE COMMUNITY
- ADDRESS A COMMUNITY PROBLEM
- FOSTER COLLABORATION OR PARTNERSHIP
- CREATE A BOLD NEW VENTURE

Other Information:

- WGA anticipates the grants to be \$25,000. The final amount and number of grants is established by the WGA Board in January.
- Applications for endowments and routine fundraising activities are not considered.
- Funds are not available until July 1, 2024.
- WGA funds may not be used for expenses incurred before the Grant Award date.
- WGA funded projects must be initiated within 6 months after the grant award.

SUBMISSION REQUIREMENTS

Please refer to all instructions contained within the Preliminary Application form on our website. *The electronic application form can be saved, filled in, and then printed for mailing.*

DUE DATE

Preliminary Applications must be postmarked on or before Wednesday November 8, 2023.

Please feel free to contact us at grants@womensgiftalliance.org with any questions or concerns to be sure your application is as complete and timely as possible.



INSTRUCTIONS FOR THE GRANT QUESTIONNAIRE:

The purpose of the Grant Questionnaire is to introduce your grant project to our organization. There are seven categories. We have provided suggested questions to be answered within each category. These suggestions are not exhaustive or always applicable. Please assume that we do not know what your organization does when filling out the application.

1. ORGANIZATION

- What is your organization's mission statement?
- Please give a brief description of services provided.

2. TARGET POPULATION & COMMUNITY NEED

- We are interested in understanding the people you wish to serve with this project. Please briefly describe your target population. Examples: number of individuals in geographic area, age, gender, race, population distribution, and other important or unique characteristics.
- What are the community needs and/or priorities of this target population? How did you determine these needs and/or priorities? Please include references to assessments, data sources, etc. If your organization services more than Kootenai County, please highlight the Kootenai County details.

3. BRIEF PROJECT DESCRIPTION

- What activities do you propose to address the community need outlined above? Essentially, what will you do with the funds, if received?
- Identify how many participants, how many classes, projects, service hours, etc for each activity.
- Are there indirect beneficiaries? If yes, please describe and estimate the number of each.

4. SHORT-TERM OUTCOMES & IMPACT

- What is the overall impact of this project to our community? Examples: reduce elder abuse, increase water quality, enhance creativity in children, and increase reading ability.
- What is going to change because of this project? State in general terms the short-term outcomes that you expect when your project is completed.

5. EVALUATION

- How will you determine whether the project was implemented according to plan?
- How will you measure the short-term outcomes and impact? Examples: survey people before and after participation, staff observation, or other measurements tools. You will need measures of change for each of the outcomes and impacts you identified in #4.

6. FINANCIAL INFORMATION AND SUSTAINABILITY

- Is this project part of a larger endeavor? What percentage of the project will be funded by WGA funds?
- If your organization is leveraging other funds or partnering with another organization please describe the nature, timing, and funds to be provided by the collaboration.
- What other funding sources have been received, secured, or are pending?
- How will this project continue beyond the WGA grant period?

7. WGA CRITERIA

- How does this project address one or more of the WGA criteria?
(Please see the Grant Funding Criteria above.)

If you choose not to fill this section out in the electronic format (Fillable Word), please strictly adhere to the following guidelines: typed on blank page, no less than 10-point type, using 1 ½ line spacing with 1" margins, only two single-sided pages, no organizational letterhead.