



Women's Gift Alliance Pooled Fund Grant 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**, **Finalist Awards**, and smaller **Individually Designated Gifts**.

Pooled Fund Grants are awarded through a three-stage collaborative selection process and 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 Pooled Fund Grant Ballot who do not receive a Pooled Fund 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.

POOLED FUND GRANT APPLICANT 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 Pooled Fund Grant Award may receive only one pooled fund grant within a three-year period.

POOLED FUND GRANT FUNDING CRITERIA

The Women's Gift Alliance guiding principal 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 Pooled Fund 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 Funding Information:

- WGA anticipates grant award amounts of approximately \$25,000. The final amount and number of grants is established by the WGA Board in January.
- Funding requests for endowments and fundraising activities are not considered.
- Funds are not available until July 1, 2023.
- 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 the 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 9, 2022.

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 Pooled Fund Grant Questionnaire is to introduce your pooled 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 use your best judgement in helping us to understand your organization and your grant proposal.

1. ORGANIZATION

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

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. Use your professional judgment when determining what information to include.
- 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. Please be specific as to Kootenai County.

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?
- What outputs do you expect for each activity? Examples: how many participants, how many classes, projects, service hours, etc. Please identify direct beneficiaries as well as indirect beneficiaries and include the estimated number of each.
- 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.

4. SHORT-TERM OUTCOMES & IMPACT

- 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.
- 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.

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?
- What other funding sources have been received or secured? What other funding sources 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?
- Does it enrich the fabric of the community, address a community problem, foster collaboration or partnership with other organizations or nonprofit groups to increase reach and impact, is it a bold new venture?

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.