



THE
WOMEN'S IMPACT
FUND

2007-08
Grants Committee Handbook

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Women's Impact Fund Mission:

The purpose of the Women's Impact Fund is to maximize women's leadership in philanthropy by engaging and educating its membership, increasing charitable contributions and strengthening communities through the impact of collective giving.

Guiding Principles:

We are committed to:

- A membership that is inclusive, welcoming all women who wish to join;
- Building relationships among women who are united in their interest in improving the community;
- Creating a membership of educated philanthropists who will understand community needs and become informed, experienced grantmakers;
- Achieving a greater level of community impact by drawing on the aggregate resources, collective decision-making and direct involvement in grantmaking by our members;
- Collaborating with existing community organizations on grantmaking and education activities; and
- Grantmaking that will be conducted with integrity, fiscal responsibility and respect for our community partners.

Membership/Organization:

- The Women's Impact Fund is a non-endowed, donor-advised fund of Foundation For The Carolinas (www.fftc.org).
- Membership will be comprised of a minimum of 100 women.
- Each member commits \$1,100/year for five years (\$1,000/year to the pooled fund for community grants, \$100/year for administrative costs).
- We are governed by a Board of Directors elected annually by the membership and an Advisory Board of women appointed by the Board of Directors. Committees include: Grants, Education, Membership, Communications and Finance.
- Each member of the Women's Impact Fund will have the opportunity to be as involved in committee work as she wishes. Each member will have direct participation in grantmaking by having a vote on all proposed grants.

Grantmaking Guidelines:

- We will fund projects and programs that address emerging community issues or apply creative, substantive solutions to critical community needs.
- We will award high-impact grants to organizations located and providing services in Mecklenburg County. There will be a minimum grant size of \$40,000 and maximum of \$100,000. The entire pooled fund will be awarded each year.
- The grant review process will be organized according to the following five issue areas: Arts & Culture, Education, Environment, Health, and Human Services.
- Based on research, analysis and community collaboration, selected community organizations will be invited to submit grant applications through a Request for Proposal (RFP) process.
- Proposals that offer opportunities to collaborate and foster partnerships as well as leverage other funding are of special interest.
- A ballot will be issued to all members of the Women’s Impact Fund to them to vote on a slate of proposed grants; therefore, final grantmaking decisions will reflect the diverse interests of our membership.
- Grantmaking practices will be conducted with integrity, fiscal responsibility and respect and fairness to community organizations.

The Women’s Impact Fund will add unique value to the community by:

- Making high-impact grants to meet critical community needs across five targeted areas, reflecting the diverse interests of our membership;
- Engaging in proactive, participatory grantmaking, where every member has a voice in how funds are directed and
- Inspiring philanthropy through direct engagement and education of women in grantmaking.
- Creating linkages by seeking the expertise and guidance of key community organizations in our research, grantmaking and education activities and
- Fostering collaboration by coordinating education events and activities with key community organizations.

Contact Information:

The Women’s Impact Fund

217 South Tryon Street

Charlotte, NC 28202

704-973-4589 (phone)

704-973-4989 (fax)

womensimpactfund@fftc.org (email)



Grants Committee Mission and Structure

Grants Committee Mission:

The purpose of the Grants Committee is to research, identify and nominate projects for funding to the membership that best meet the grantmaking priorities of the Women's Impact Fund. This will be accomplished by:

- Involving all interested members as Grants Committee members;
- Reviewing projects/programs suggested by members;
- Researching community needs in our five focus areas: arts & culture, education, environment, health, and human services;
- Evaluating proposals in a coordinated and consistent manner;
- Nominating finalists for the ballot that will make a significant impact; and,
- Participating in an evaluation of the grantmaking process to ensure continuous improvement.

It is our intent that over time, the projects selected for funding by the membership will reflect the diverse interests of our membership.

Grants Committee Structure:

The Grants Committee has a chair and vice-chair who are members of the Women's Impact Fund Board of Directors. The Grants Committee is comprised of members-at-large who form Work Teams, representing each of the five focus areas: 1) arts and culture, 2) education, 3) environment, 4) health, and 5) human services. Each of the Work Teams is led by a chair and vice-chair. The vice-chair will become the chair the following year.

The Grants Leadership Team is an ad hoc committee that serves in an advisory capacity to provide guidance to the Grants Committee as needed. In 2007-08, the Grants Leadership Team is comprised of the Board chair, past Grants Committee chairs, and the current Grants Committee chair and vice chair.

Work Teams:

Any member of the Women's Impact Fund may join a Work Team. The Work Teams conduct research to determine the projects to receive Requests for Proposals. They review each Request for Proposal, conduct due diligence, attend site visits and nominate finalist organizations to be placed on the ballot.

Resource Advisors:

Work Teams may select one to two Women's Impact Fund members who are especially experienced in the particular field of interest of their Work Team to serve as an advisor to the Work Team. The Resource Advisors are encouraged to attend as many meetings as possible and provide counsel as requested. These persons are non-voting members of the Grants Committee.

Grantmaking Principles, Funding Priorities and Eligible Organizations

Grantmaking Principles

- The Women's Impact Fund will award high-impact, large grants ranging from \$40,000 to \$100,000 to community organizations in Mecklenburg County.
- The grants fund is a pooled fund comprised of annual contributions of \$1,000 from each member of the Women's Impact Fund. All money contributed by members to the pooled fund will be awarded within the upcoming or current grants cycle.
- Grants will be made to fund projects and programs that: 1) address emerging community issues and/or 2) apply new, creative approaches to critical community needs.
- The Grants Committee, composed of all Women's Impact Fund members who wish to serve, will lead a thorough and participative grantmaking process. The Grants Committee will research community needs in five areas:
 - o Arts & Culture
 - o Education
 - o Environment
 - o Health
 - o Human Services
- Based on thorough research, analysis and community collaboration, selected community organizations will be invited to submit grant applications through a Request for Proposal (RFP) process.
- All members of the Women's Impact Fund will be engaged in the final grantmaking decisions by having a vote on a slate of proposals for funding. Over time, projects selected for funding will reflect the diverse interests of the membership.
- The in-depth grant selection process is designed to help educate members to become more knowledgeable and skilled philanthropists.
- Grantmaking practices will be conducted with integrity, fiscal responsibility, respect, and fairness to community organizations.

Funding Priorities

- To reflect the diverse interests of its membership and to seek projects for funding that will have a significant community impact, the Women's Impact Fund will be broad in its grantmaking approach, considering proposals across the five interest areas referenced above.
- Projects and programs for funding must address one of the following criteria: 1) respond to an emerging community issue and/or 2) provide a new, creative approach to a critical community need.
- Proposals that offer opportunities to collaborate and foster partnerships as well as leverage other funding are of special interest.

Eligibility

- Organization must be located and provide services in Mecklenburg County, North Carolina.
- Applicants must be qualified as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or classified as a unit of government.
- Projects should demonstrate the ability to achieve measurable results and have a high probability of successful continuation beyond the grant period.
- Organizations that discriminate on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation or religious belief will not be considered for funding.
- Organizations that have previously received funding from the Women's Impact Fund may not submit another Letter of Inquiry for a minimum of three years after the completion of the term of the previous grant award.

Areas Not Funded

- Capital and endowment campaigns
- Travel and conferences
- Individuals
- Projects that promote religious or political views
- Fraternal organizations
- Organizations for regranting purposes



Guidelines for Work Teams

Each Work Team is charged with selecting four organizations to invite to submit a formal proposal to the Women's Impact Fund. This process is meant to be thorough but not exhaustive. Work Teams are not expected to research everything in their field. It is critical, however, that each Work Team follow consistent guidelines.

Phase 1: Preliminary Research (8/29/07 – 9/20/07)

- Interview experts to find out the emerging issues and critical needs in your particular field of interest. For a list of potential experts, please refer to the Research Contacts & Resources list included in this handbook. It is suggested that expert interviews be limited to two per Work Team member.
- Review newspaper articles, websites, annual reports and other printed materials.
- Attend the Women's Impact Fund Community Issues Forum on September 20, 2007.
- Discuss the emerging issues and critical needs and issues in your field based on the information gathered. Decide which issues your Work Team would like to focus on.
- **Work Team members should not solicit Letters of Inquiry from agencies during the preliminary research phase from August 29 through September 20, 2007.**

Phase 2: Research Specific Projects/Organizations (9/20/07-10/24/07)

- Conduct additional research regarding emerging and critical needs in your field as needed. Determine if more information is necessary and who will be assigned to gather the research. Based on this additional research, refine the issues on which your Work Team would like to focus.
- Interview agency directors about 1) emerging issues/critical needs and 2) specific projects for funding. **Interviews should be limited to telephone inquiries only.** When contacting agency directors for information, please use the following guidelines: 1) state what the Women's Impact Fund is (makes high-impact grants of \$40,000–\$100,000, etc.); and 2) emphasize that you are simply gathering information at this stage.
- If the agency director has a specific project for consideration, only ask for the information set out in the Letter of Inquiry form (mission statement, project description, and other pertinent data). It is important not to overburden the organization. Direct the agency director to the website to complete a Letter of Inquiry Form (www.womensimpactfund.org).
- Review the Letter of Inquiry forms which suggest projects/organizations for funding. (LOIs will be distributed to the Work Teams on a rolling basis. The final deadline for all LOIs to be submitted is October 24, 2007.)

- Determine projects/organizations for consideration.
- **Work Team members should not make site visits to agencies during this phase.**

Phase 3: Select Agencies to Receive Request for Proposal (11/28/07-12/7/07)

- Complete review of Letter of Inquiry forms.
- Determine projects/organizations for consideration. If there are questions about a Letter of Inquiry or more information is needed about the organization, please do not call the agency. Instead, try to get the information from other sources, such as the agency's website, annual report, Guidestar, or WIF members who have knowledge of the organization. **Do not contact the agency after you have received the agency's Letter of Inquiry unless absolutely necessary.**
- Nominate the four most compelling projects to receive a Request for Proposal.
- Agree on a selection and voting procedure within your Work Team (suggest rank ordering). You must be present at the Work Team meeting to select the top four organizations to receive RFPs.

Phase 4: Evaluate Grant Applications and Conduct Site Visits (1/31/08 – 3/10/08)

- Conduct site visits. Be sure to review site visit guidelines. **At least two members, and the same two members, of the Work Team should attend all four site visits.**
- Nominate three projects for Full Grants Committee's consideration.
- Prepare summaries for the top three projects.
- Present top three projects to full Grants Committee meeting on April 17, 2008. The full Grants Committee will vote on the top two projects from each Work Team that will go on the ballot.

Wrap-up: Final Ballot Preparation (4/17/08-4/24/08)

- **Help prepare summary for membership ballot.** Ten finalists from all applications reviewed by the five Work Teams will be selected for the ballot sent to all WIF members. The ballot will be sent to the full membership on April 24. The Live Ballot event will be held on April 28. Ballots are due on May 9.

Grants Committee Policies

Conflict of Interest Policy

All members of The Women's Impact Fund (WIF) are welcome to serve on the Grants Committee. Many WIF members are involved with community organizations that are eligible to receive grants from WIF. Having Grants Committee members who are knowledgeable on community issues is valuable to the grant process but also may appear to compromise or may actually compromise the integrity of our process. To assure fairness in WIF's grant process, the following Conflict of Interest Policy applies to all Grants Committee members.

A conflict of interest exists if

- a Grants Committee member either 1) serves on the Board of Directors or other governing board, or 2) is a paid employee of an organization being considered for funding by her Work Team; or
- an immediate family member of a Grants Committee member (spouse, parent, child or spouse of child) is either 1) a member of the Board of Directors or other governing board, or 2) a paid employee of an organization being considered for funding by the Grants Committee member's Work Team.

In addition, if a Grants Committee member is 1) a member of the advisory board, 2) a volunteer, or 3) a paid consultant or service provider for an organization being considered for funding, the Grants Leadership Team will determine, on a case by case basis, whether the WIF member's relationship with the organization is significant enough to create a conflict of interest.

The Grants Leadership Team also reserves the right to determine when a Grants Committee member's affiliation with an organization creates an **appearance** of a conflict of interest that, in its judgment, could compromise the integrity of the grant process and should be treated as a conflict of interest.

Any Grants Committee member who has a conflict of interest may not serve on the applicable Work Team. The affected WIF member may remedy the conflict of interest by 1) resigning or taking a leave of absence from her position with the organization; or 2) causing her immediate family member to resign or take a leave of absence.

Any member whose resignation is required by this Policy may join another Work Team or take a leave of absence from the applicable Work Team until a conflict of interest no longer exists.

Work Teams, however, may seek information from WIF members that have conflicts of interest at any time during the grant process.

All Grants Committee members, including Work Team members, must complete a Conflict of Interest Disclosure Form. This information will be circulated to the WIF Board of Directors and the Grants Committee and filed at the WIF offices.

Policy on Communication with Nonprofit Agencies

When members of the Work Teams are conducting their preliminary inquiries in preparation for the selection of organizations to receive RFPs, it is permissible for a member to contact an organization to ask for information. Only one member of the Grants Committee should make a call to the organization, and it must be stated that that this is a preliminary inquiry.

Later in the process, when RFPs have been issued and analysis is taking place, requests for information both to and from the RFP organizations will be handled by the Grants Committee chair or vice-chair. This is necessary to ensure that all RFP organizations receive consistent responses.

No site visits should be made to an agency by any member of the Grants Committee/Work Teams except for those assigned site visits during the formal grantmaking process.

These guidelines are made to ensure fairness to the community organizations. Their time is valuable and limited. We want to maintain the integrity of our grantmaking process to secure accurate information and yet not burden an organization with duplicative requests.

Confidentiality Policy

Confidentiality is an important value we honor during the entire grants process. To demonstrate respect for the organizations being considered, Grants Committee discussions should be kept confidential until the voter's pamphlet and ballot are published and sent to the membership for voting.

Grants to Past Award Winners Policy

Past award winners are not eligible to receive another grant from the Women's Impact Fund for three years after the completion of the term of their most recent grant award.

Redistribution of Funds by Grantees Policy

If a current grantee wishes to redistribute funds, within the spirit and intent of the original proposal, a request must be made in writing to the Women's Impact Fund administrator. The request will be reviewed by the Grants Leadership Team. It is the responsibility of the Grants Leadership Team to solicit feedback from the focus area committee chair responsible for researching and sponsoring the agency. The Grants Chair will make a recommendation to the WIF Executive Committee for final approval. If the request deviates from the original intent of the grant, the proposal must be taken to the entire WIF Board for approval.

Evaluation Reserve Policy

A portion (\$3,000) of each grant awarded will be held in reserve contingent upon receipt of a timely and completed final evaluation report.



**CONFLICT OF INTEREST DISCLOSURE FORM
2007-2008**

Please list all of the charitable organizations in Mecklenburg County with which you or your immediate family members are affiliated as a: **1) member of the Board of Directors or other governing board; 2) paid employee; 3) member of the advisory board; 4) volunteer; or 5) paid consultant or service provider.**

Charitable Organization	Affiliation with Organization	Self or Immediate Family member*
------------------------------------	--	---

***Immediate family is defined as spouse, parents, children and spouse of children.**

I have read, understood and agree to comply with The Women's Impact Fund Conflict of Interest Policy. **Please mail or fax this disclosure form and any updates to: Donna Stoeling, WIF c/o Foundation For The Carolinas, 217 S. Tryon Street, Charlotte, NC 28202 Fax (704) 973-4510.**

Signature: _____

Name (Print): _____ Date: _____



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217 S. Tryon Street Charlotte, NC 28202 | Tel: 704.973.4589 | Fax: 704.973.4939 | Email: womensimpactfund@fftc.org

Letter of Inquiry Procedures for 2007-08 Grant Cycle

Deadline: The Grants Committee will *begin* accepting Letters of Inquiry on **August 20, 2007**. The *final deadline* to submit a Letter of Inquiry for the 2007-08 grant cycle is **October 24, 2007**. Early submissions are strongly encouraged.

Important: Submitting a Letter of Inquiry does not guarantee formal consideration for funding. Letters of Inquiry only provide us with preliminary information. After reviewing the Letters of Inquiry and conducting other research, the Women's Impact Fund Grants Committee will invite 20 organizations to complete full grant proposals in mid December 2007. Please visit our website: www.womensimpactfund.org for additional information.

Letter of Inquiry Form: Please fill out this form, which serves as your Letter of Inquiry. Organizations may submit **only one** Letter of Inquiry per grant cycle. Although no attachments are necessary, agencies may attach a single annual report or an agency brochure.

Funding Priorities: The Women's Impact Fund awards high-impact grants ranging from \$40,000 to \$100,000 to:

- projects and programs that meet **at least one** of the following criteria:
 - 1) address an emerging community issue and/or
 - 2) provide a new, creative approach to a critical community need
- proposals that offer opportunities to collaborate and foster partnerships, as well as leverage other funding sources
- projects that demonstrate the ability to achieve measurable results and have a high probability of successful continuation beyond the grant period
- projects that fit within one of our five funding areas: 1) arts & culture, 2) education, 3) health, 4) environment and 5) human services

Eligibility:

- Organizations must be located and provide services in Mecklenburg County, North Carolina.
- Applicants must qualify as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or be classified as a unit of government.
- Organizations must not discriminate on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation or religious belief nor be a religious organization that serves exclusively sectarian purposes.
- Organizations that have previously received funding from the Women's Impact Fund may not submit another Letter of Inquiry for a minimum of three years after the completion of the term of the previous grant award.

Areas Not Funded:

- Capital and endowment campaigns
- Fraternal organizations
- Organizations for re-granting purposes
- Travel and conferences
- Individuals
- Projects promoting religious or political views

Name of Organization:

4. Explain how your project meets one or both of the criteria in number three (3) on the previous page:

5. Estimate the number of people who would be served annually by this project:

6. Tell us the amount of money you are requesting \$_____ (\$40,000 to \$100,000)

7. Tell us specifically how you would use funds from the Women's Impact Fund:

8. Explain the compelling and/or important aspects of this project:

Timeline for the Grant Process

- | | |
|--|------------------------------------|
| • Letters of Inquiry accepted on a rolling basis | August 20, 2007 |
| • Final deadline to submit a Letter of Inquiry | October 24, 2007 |
| • Twenty organizations invited to complete Request for Proposals | December 12, 2007 |
| • Proposals evaluated and site visits conducted | January 24 – March 10, 2008 |
| • Ten finalist organizations selected for ballot | April 22, 2008 |
| • Members vote on organizations to receive grants | May 9, 2008 |
| • Grant recipients notified | May 14, 2008 |

Submission Process

Please submit your Letter of Inquiry form electronically to: womensimpactfund@fftc.org. If you have any questions, contact us through the email address or at: **The Women's Impact Fund c/o Foundation For The Carolinas, 217 S. Tryon Street, Charlotte, NC 28202, Phone: 704.973.4589 or Fax: 704.973.4989.**
Thank you for your submission.



217 S. Tryon Street Charlotte, NC 28202 | Tel: 704.973.4589 | Fax: 704.973.4939 | Email: womensimpactfund@fftc.org

Request for Proposal: 2006-07 Grant Cycle

Scope of the Program

This Request for Proposal invites applications for grants ranging from \$40,000 to \$100,000 from nonprofit organizations serving Mecklenburg County, North Carolina. The Women's Impact Fund intends to award a total of five grants each year; one grant in each of its five funding areas: 1) arts & culture, 2) education, 3) health, 4) environment, and 5) human services. Grants may be for a period of up to three years. Grant awards may be contingent upon several factors, including the receipt of funding from other approved sources if additional funds are required to complete the proposed project.

2007 Timeline

DATES	EVENTS
February 1	Grants Workshop from 9:30 – 11:00 a.m. at the Cornwell Center of Myers Park Baptist Church. The Cornwell Center is located at 2001 Selwyn Avenue in Charlotte.
February 21 by 4:00 p.m.	<ol style="list-style-type: none"> 1. Submit your application package in hardcopy AND via email. Applications must be RECEIVED, not postmarked, by 4:00 p.m. 2. Submit a copy of your application by email to womensimpactfund@fftc.org AND the hardcopy version to Women's Impact Fund, Foundation For The Carolinas, 217 S. Tryon Street, Charlotte, NC 28202. Email Fontella McKyer at fmckyer@fftc.org to request the electronic version of the application.
February 26 to March 30	Site visits will be conducted during business hours by members of the Women's Impact Fund Grants Committee.
April 16	The Grants Committee selects the 10 finalist organizations (two organizations per funding area) that will appear on the ballot.
May 16	The Women's Impact Fund membership votes on the five organizations (one per funding area) that will receive grant awards. Organizations will be notified by May 16 if they have been selected as grant recipients.
May 30	Grant recipients will be announced at our annual meeting; recipients should plan to send one or two representatives to the meeting.

Funding Priorities

The Women's Impact Fund awards high-impact grants to:

- projects and programs that meet **at least one** of the following criteria:
 1. address an emerging community issue and/or
 2. provide a new, creative approach to a critical community need.
- proposals that offer opportunities to collaborate and foster partnerships, as well as leverage other funding sources.
- projects that demonstrate the ability to achieve measurable results and have a high probability of successful continuation beyond the grant period.
- projects that fit within one of our five funding areas: 1) arts & culture, 2) education, 3) environment, 4) health, and 5) human services.

Eligibility

All organizations applying for funding from the Women's Impact Fund **must**:

- be located and provide services in Mecklenburg County, North Carolina.
- qualify as tax-exempt under Section 501(c)(3) of the Internal Revenue Code or be classified as a unit of government.
- not discriminate on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation or religious belief nor be a religious organization that serves exclusively sectarian purposes.
- refrain from submitting a grant application to the Women's Impact Fund for a minimum of three years after the completion of the term of a previous grant award from the Fund.

Areas Generally Not Funded

- Capital and endowment campaigns
- Travel and conferences
- Individuals
- Projects promoting religious or political views
- Fraternal organizations
- Organizations for re-granting purposes

Additional Requirements

- All grant applicants must host a site visit during the grant application process.
- If selected as a grant recipient, all organizations are required to participate in an evaluation reporting program, provide periodic written reports evaluating the project, and account for grant expenses upon project completion or by a date specified by the Women's Impact Fund. A portion (\$3,000) of each grant awarded will be held in reserve contingent upon receipt of a timely and completed final evaluation report.
- Any funds not spent for the approved purposes by the date specified must be returned to the Women's Impact Fund.

Questions

Contact **Fontella McKyer, Women's Impact Fund Coordinator, at:**

The Women's Impact Fund
c/o Foundation For The Carolinas
217 South Tryon Street
Charlotte, NC 28202

Phone: 704.973.4589
Fax: 704.973.4989
Email: womensimpactfund@fftc.org
Web site: www.womensimpactfund.org



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2006-07 Grant Application Checklist

You must follow these guidelines to submit a completed package:

- 1. Assemble the items in your grant application in the order listed below.**
- 2. Check off each item when completed.**
- 3. Submit this checklist as the first page of your application package.**
- Submit your application by email to womensimpactfund@fftc.org **AND** submit your hardcopy package by postal mail to the address below. (Email Fontella McKyer at fmckyer@fftc.org to request the electronic version of the grant application.)

- 1. Name of Organization _____
- 2. Complete the **Grant Application Summary**
- 3. Have the Grant Application Summary **signed by the Board Chair and Chief Executive Officer** of your organization
- 4. Complete the **Project Description Form**
- 5. Complete the **Project Budget Form** indicating sources of income and expenses. Indicate the specific purposes for which the grant funds will be used.
- 6. Send a **list of the current Board of Directors**, including a brief business or community affiliation for each member.
- 7. Attach a **copy of your organization's official notice of tax exempt status** from the IRS, or explain in your cover letter if not included. If your organization is exempt as a local unit of a national organization, attach certification of membership. (Note: do not send your federal tax ID numbers notice or your state tax exemption letter as these items do not meet this requirement.)
- 8. Enclose **one copy of your organization's most recent audit**. If no audit exists, please explain in a letter and attach your most recent financial statements.
- 9. Attach up to **two letters (one page each) from key partners** indicating their intent to collaborate on this program or project to be funded, if applicable.

You must submit your application package by 4:00 PM on February 21, 2007 to:

The Women's Impact Fund
c/o Foundation For The Carolinas
217 South Tryon Street
Charlotte, NC 28202

Phone: 704.973.4589
Fax: 704.973.4989
Email: womensimpactfund@fftc.org
Web site: www.womensimpactfund.org



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The Women's Impact Fund
2006-07 Grant Application Summary

Information about Organization

Name of Organization/ Year of Incorporation:
Name of Executive Director:
Contact Person/Title/Email:
Address, City, Zip:
Telephone/Fax:
Website:
Organization's Annual Budget:
Organization's Mission Statement:

Information about Grant Request

Title of Project:
Briefly Summarize Project (one to two sentences):
Total Budget for Project:
Amount of Grant Request (\$40,000 to \$100,000): Grant Period (1 to 3 years): _____ year(s)

Approval of Board Chair and Executive Officer

We have reviewed and approved submission of this grant request. We certify that the applicant organization does not discriminate on the basis of race, color, age, sex or national origin. If the organization is a 501(c)(3), we also certify that our most recent IRS notification of our organization's status **is attached to this application** and that the organization has received no notice from the IRS of any proposal, threat or suggestion to revoke or modify this determination.

Board Chair Signature _____ Date _____

Board Chair Name (Print) _____

Executive Officer Signature _____ Date _____

Executive Officer Name (Print) _____

The Women's Impact Fund must RECEIVE your 2006-07 application by
4:00 pm on Wednesday, February 21, 2007.
Project Description Form

Important: Do not exceed the word limits set out below. The response boxes on this form are not locked; use the word count feature to meet the word limits.

Name of Organization:
1. Describe the project for which you are seeking funding. Acknowledge any similar existing projects or organizations serving Mecklenburg County. (Use 10 pt. type; no more than 200 words):
2. What critical community need or emerging issue does your project seek to address? (Use 10 pt. type; no more than 100 words):
3. How does your project address the critical community need or emerging issue identified above? (Use 10 pt. type; no more than 100 words):
4. Describe this project's target population, including age, gender, neighborhood, and socio-economic group. State the projected number of people to be served annually. (Use 10 pt. type; no more than 50 words)

5. How will the funds from Women's Impact Fund be used? Be very specific.
(Use 10 pt. type; no more than 100 words)

6. Describe your project's expected impact on the community.
(Use 10 pt. type; no more than 100 words):

7. List **three key measurable outcomes** of your project. Be specific. (For example, 75% of clients served will find a job within 12 months.)

Outcomes of the Project

- 1.
- 2.
- 3.

8. Describe your organization's experience and qualifications to undertake this project. (For example, discuss your organization's track record of success, familiarity with the target population, etc.)
(Use 10 pt. type; no more than 100 words)

9. What is your action plan for the project? Outline the major steps that must be taken to accomplish your project's goals, including staffing and target dates **(limit to six major steps or activities)**.

Major Steps or Activities	Responsible Staff Person(s)	Dates for Completion
1.		
2.		
3.		
4.		
5.		
6.		

10. Describe the collaborations involved in your project. How will other organizations or public agencies assist you in achieving project goals? **(Use 10 pt. type; no more than 50 words)**

11. Outline your plans for sustaining this project, including supplemental and long-term funding. **(Use 10 pt. type; no more than 50 words)**

12. If you were to receive only partial funding from the Women's Impact Fund, how would this impact your ability to accomplish your goals? Would certain aspects of your proposal have to be revised? **(Use 10 pt. type; no more than 50 words)**

13. Will any licensing, zoning or other regulatory approval be needed to conduct this project?
____ Yes ____ No. If yes, explain status.

14. What are the most compelling and/or important aspects of your project?
(Use 10 pt. type; no more than 100 words)

2007-08 Grants Voting Process

A Voter's Packet, including descriptions of ten grant proposals and a ballot will be mailed to all Women's Impact Fund members on April 24, 2008. Women's Impact Fund members will be given detailed guidelines on completing the voting process. The ballot will list the ten projects to be considered for funding, two projects for each of the five funding categories. Step 1: Members will be asked to select one organization in each of the five categories. Step 2: After selecting one organization in each category, members will be asked to rank order the five organizations they selected (#1 as first choice, #2 as second choice etc.)

A teller committee (three to five people), independent of the Grants Committee, will be appointed to count the ballots. Each member of the teller committee will count and score all ballots and then compare scores to ensure accuracy. After the ballots are counted, the 2007-08 Board Chair, the Grants Committee Chair and Vice Chair will determine the award amounts. The members' ranking of the five organizations is crucial to determining the amount of each grant award.



Past Grant Recipient Summary

2007 Grant Recipients

\$86,000 was awarded to YWCA Central Carolinas for its transitional housing program, Families Together. This program will provide affordable, transitional housing and comprehensive case management services to approximately 100 homeless women, children and families each year. These services will be provided at a new facility that has ten multi-family units. It is anticipated that 85% of the families participating in the Families Together program for six months will remain in stable housing after one year.

\$84,000 was awarded to Teach For America, an organization that recruits talented college graduates to make a two-year commitment to teach low-income students in public schools. Its main focus is to combat the achievement gaps that persist in our education system. With this grant, Teach for America plans to grow from 115 to 150 teachers in Charlotte and expects that 80% of these teachers will increase their students' academic performance by one to two grade levels in a school year.

\$75,500 was awarded to Charlotte Community Health Clinic for its Chronic Disease/Health Education Project. With this grant, CCHC will hire a Health Educator and R.N./Certified Diabetic Educator to educate low-income, uninsured residents on managing their chronic diseases. This vulnerable population is at greater risk of being hospitalized for preventable conditions. In 2002, the cost of avoidable hospitalizations in North Carolina was \$1.5 billion. CCHC estimates that 3,000 patients will benefit from its health education project in the first year.

\$50,000 was awarded to Advantage Carolina for its project to help reduce air pollution in the Charlotte region. Advantage Carolina piloted a project with 52 local companies to improve air quality in the region by reducing ozone pollution and promoting alternative commuting methods. The pilot resulted in an increase in carpooling and public transportation use (over 400,000 fewer miles driven), and the adoption of a variety of energy conservation practices. With this grant, Advantage Carolina plans to expand the project to at least 100 local businesses and over 100,000 employees.

\$49,000 to Collaborative Arts Theatre for Shakespeare at The Green, a free, outdoor Shakespeare Festival. Hailed by *The Charlotte Observer* as "an earth-shaking cultural debut," the Shakespeare Festival attracted over 2,000 in its first year. With this grant, Collaborative Arts Theatre plans to expand the Festival to two full-length Shakespeare plays and will offer free Shakespeare workshops for local students and a training program for student actors. *Shakespeare at the Green* addresses many levels of arts accessibility with a convenient Uptown site, free admission, professional-quality programs, and an exciting and easy to understand performance style.

2006 Grant Recipients

\$88,000 was awarded to Youth Homes, Inc. The Preparation for Independent Living program is dedicated to helping teens that have “aged out” of the foster care system, enter the workforce or continue their education, teaching teens the basic life skills necessary to maintain economic independence. This one-year grant, will allow Youth Homes to launch The Preparation for Independent Living program. This program will (1) teach life skills such as finding a job, food preparation, health maintenance, money management and use of public and private transportation (2) provide financial assistance for education and emergency financial needs (3) provide transitional housing and (4) most importantly, assign each foster youth to a social worker/mentor to provide a “family-style” connection, support and guidance.

\$70,000 was awarded to MedAssist in Mecklenburg. This nonprofit agency is the only licensed pharmacy serving the uninsured poor in our area and is positioned to become the sole county-wide free pharmacy. This one-year grant will enable MedAssist to hire an additional pharmacist and expand their services to include all seven free health clinics and all patients for Physicians Reach Out. MedAssist ultimately expects to serve over 12,000 patients per year within three years of expanding the program.

\$65,000 was awarded to Citizen Schools. This nonprofit agency mobilizes thousands of adult volunteers to help improve student achievement by teaching skill-building apprenticeships after-school. With the help of this one-year grant, Citizen Schools launched Charlotte sites at Eastway Middle School and Martin Luther King Middle School in August 2006, blending real-world learning projects with rigorous academic and leadership development activities, preparing students in the middle grades for success in high school, college, the workforce and civic life.

\$40,000 awarded to Catawba Lands Conservancy. A partnership with The Trust for Public Land, the Carolina Regional Trail Initiative is a 500-mile ribbon of greenway through a 15-county region knitting together communities and preserving the land. The ultimate goal of the Trail is to build social capital and promote healthy, vibrant lifestyles, while expanding our region’s economy. This one-year grant will fund an economic impact study that will catalyze the support of the local communities by showing how the trail system will be economically advantageous to the communities in our region.

2005 Grant Recipients

\$84,000 was awarded to the Ada Jenkins Center, whose mission is to improve the quality of life for residents through integrated delivery of health, education and human services. This one-year grant will allow the center to purchase a Mobile Community Dental Clinic that can visit community groups, public and nonprofit agencies, educational facilities, churches, nursing homes and others. There are no other dental clinics in the county that provide free or reduced cost dental care to adults on a regular basis.

\$62,000 was awarded to the Jacobs Ladder Job Center, whose mission is to help the unemployed find and keep living wage jobs. The Center’s goal is to empower disadvantaged people with the tools necessary to achieve self-sufficiency. With this one-year grant, the center will be able to implement and hire a coordinator for a new program called Project HOPE. The program will help the hardest to employ find jobs, as well as offer intensive support and counseling

\$40,000 was awarded to BRIDGE Jobs, Inc. This nonprofit agency is dedicated to helping high school drop outs and unemployed and underemployed citizens of Mecklenburg County

obtain long-term, career-enhancing employment by providing them with career counseling and support as they complete their education. Bridge will implement a Literacy Enrichment Program for women with children in high-risk and fragile neighborhoods. This one-year grant will provide a reading specialist to develop a curriculum for young adult women, as well as train and pay tutors and provide babysitting services.

2004 Grant Recipients

\$100,000 was awarded to Pat's Place Child Advocacy Center, which focuses on the investigation, assessment, and treatment of child sexual abuse victims and their non-offending family members, as well as the prevention and prosecution of child sexual abuse cases. The grant of \$50,000 per year over two years has enabled Pat's Place to hire a case worker who provides child-centered assistance to sexual abuse victims and their families. This grant provided the staff necessary to provide expedient case-management, establish a computerized case tracking system and implement a parent support group.

\$58,000 was awarded to the Charlotte Mecklenburg Police Department in order to establish the Gang of One program to address the growing presence of gangs in Charlotte. This one-year grant has enabled Gang of One to hire a program director and deliver valuable services to the youth of Mecklenburg County including: training sessions with more than 2,500 students in the Charlotte-Mecklenburg Schools, responses to more than 250 calls to the Gang of One hotline, and expansion of the Gang of One model to police precincts throughout the County.