



2011 Grants Information Webinar

PRESENTERS

Sue Priester
GWG Co-Chair

Connie Lanzl
2011 Grants Review Committee Chair

Betty Teague
2011 Grants Assessment Committee Chair

WEBINAR SUMMARY

Overview of Greenville Women Giving

Impact

Grant Guidelines

\$100,000 Collaborative Grant Process

Decision-Making Process

Timeline

Application

Assessment Process

Q&A

GWG OVERVIEW

Definition:

Non-endowed, donor-advised fund of the Community Foundation of Greenville.

Rationale:

Women, when informed about effective philanthropy and about the needs in their community, can collectively make a real difference. Together we accomplish what individually we cannot.

History:

- Founded in 2006 as a special initiative of the Community Foundation.
- 2006-2011 the Foundation added \$50,000 each year from the Jean Harris Knight Fund, contingent on membership growth

Membership:

- Open to all women who commit \$1100 per year for three years.
- Current membership: 379

Commitment:

- Inclusive membership, welcoming all women who wish to join.
- Proactive, participatory grant-making in which every member has a voice.

IMPACT

5 years

\$1,704,000

48 Greenville County Organizations

Five areas of consideration:

Arts and Culture

Education

Environment

Health

Human Services

In applying for a grant, we urge you to look at your organization thoroughly and critically, and ask for what you need most to fulfill your stated mission, what will impact your success.

GRANT GUIDELINES

Amount: Minimum: \$40,000 Maximum: \$100,000
Timeframe: May be spent over one or two years

Priorities:

- Shows potential for high impact
- Shows potential for significant positive change
- Addresses existing or emerging community need
- Offers opportunities to collaborate and foster partnerships
- Leverages other funding sources
- Includes measurable outcomes
- Is sustainable beyond the completion of the grant
- Fits in with one of the five funding areas

ELIGIBILITY

Organization must...

- **Be located and provide services in Greenville County**
- **Qualify as tax-exempt under 501(c)(3) of IRS code or be classified as a unit of government**
- **Not discriminate on basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation, or religious belief**

FREQUENCY OF APPLICATION

Previous GWG award recipients may reapply only after these three criteria have been met:

- 1. recipient has completed the work for which the grant was awarded;**
- 2. recipient has completed and submitted the Assessment Report for that award; and**
- 3. GWG Grants Assessment Committee has approved the Assessment Report.**

All applicants:

may submit only one grant application per year unless an organization has five or more locations within Greenville County and has at least 5,000 employees.

\$100,000 GRANT

Rationale:

- to demonstrate the power of collective giving
- to encourage our community to think bigger in terms of level of impact
- to encourage creative and ambitious collaboration among community organizations

Evaluation Criteria:

- As in all grants, emphasis will be placed on impact, sustainability, and measurable outcomes.
- Collaboration among multiple organizations to share in the funding is strongly encouraged.
- Award may be used over two years but not to simply run the same program for two years in a row.

GRANT DECISION-MAKING PROCESS

Grants Review Committee Composition

- Chair, Vice-Chair, Past Chair
- 5-7 work group Leaders
- 35-50 work group members, 7-10 per work group

Grant Applications History 2006-2011

Year	# of Apps	\$ Requested	# on Ballot	Ballot Total	# Awards	\$ Award Total
2007	76	\$2,457,459	10	\$280,529	7	\$185,000
2008	81	\$2,980,000	12	\$393,222	10	\$287,000
2009	88	\$3,502,000	21	\$768,141	13	\$382,000
2010	91	\$4,880,842	12	\$711,162	8	\$396,300
2011	88	\$5,600,000	15	\$859,392	10	\$454,000

STEPS TO THE DECISIONS

Step 1:

Grants reviewed by Chair, Vice-Chair, and Work Group Leaders for:

- IRS eligibility
- Application completion
- Sufficient documentation

Step 2:

Grants categorized by Chair, Vice-Chair, and Work Group Leaders in one or more of five areas of focus.

Step 3:

- Grants distributed evenly among work groups, generally 15-20 per group.
- Work groups review, discuss, compare, weigh against priorities.
- Work groups determine the organizations to receive site visits.

STEPS TO THE DECISIONS, continued

Step 4:

Work group members conduct site visits, addressing questions, budget, impact. Selected organizations have the opportunity to make their case even stronger.

Step 5:

- Work groups reconvene to discuss their site visit reports.
- Work groups narrow down their selections to 3-6 proposals per work group to present before the full Grants Review Committee.

Step 6:

- Selected proposals are presented before the full Grants Review Committee.
- Grants Review Committee members rank all proposals.
- Top-ranking proposals are included on the ballot.

STEPS TO THE DECISIONS, continued

Step 7:

- Ballot mailed to all GWG members.
- Optional Q&A session offered to GWG members for short presentations of all proposals on the ballot and opportunity for questions.

Step 8:

- Members mail in their ballot by due date in late April.

Step 9:

- Award winners are notified and invited to Awards Night on May 9.

\$100,000 GRANT – SPECIAL PROVISIONS

Application Process:

- Applications will be reviewed by a special \$100K Work Group of the Grants Review Committee.
- If applicants desire feedback on their grant prior to the January 18 deadline, save a draft no later than 5:00 on Friday, December 9. Inclusion of budget is recommended. See Sample Application for more details.
- The GWG \$100K Work Group will offer feedback by phone by December 16, 2011.
- Final applications are due by midnight on Wednesday, January 18, 2012.

GWG GRANTS APPLICATION

See next page for a sample application.

Pay special attention to the notes in the goals, objectives, and evaluation sections.

GWG Grant Application

Grant Status:

Open

Organization Submitting Application:

Executive Director

Main Phone #

Executive Director Email

Grant Contact Information:

(Mr./Ms./Dr.)

Applicant First Name

Last Name

SAMPLE APPLICATION ONLY

Applicant Title

Applicant Street Address

Applicant City

Applicant State

Applicant Zip

Email

Applicant Telephone

Project Collaboration?

Please check here if your organization is collaborating with other organization(s) that will share financially in the award?

(Note: When this is selected, information on the collaborating organizations will be gathered throughout the application, Please have it available, when completing the application.)

Save

Check if collaborating organization will share in the award. When checked, additional boxes will appear below asking for info about the collaborating organization(s).

Is your organization applying for the \$100,000 award?

As indicated earlier in the webinar, it is the intention of GWG to award one \$100,000 award. This does not preclude more than one at this level making the ballot.

Do you wish to receive feedback from the GWG Grants Review Sub-Committee for \$100K grant prior to the January 18 deadline?

Yes, I will submit a draft by December 9 and get feedback from the Committee by December 16. I understand that the due date for final submission is January 18.

You can respond yes or no. We suggest including the most of the Grant Narrative portion and the budget. If you check yes, we will access your application at 5:00 on December 9. If you have any specific questions about your narrative or budget, include those in your responses.

If your organization will be collaborating with other organizations on this grant request, please complete the following information on those organizations.

Collaborating Organization #1

Organization Name

Complete for as many collaborating organizations that you have that will actually share in the grant money awarded.

Street Address

City

State

Zip

Primary Phone

Executive Director

Email

Collaborating Organization #2

Organization Name

Street Address

City

State

Zip

Primary Phone

Executive Director

Email

Collaborating Organization #3

Organization Name

Street Address

City

State

Zip

Primary Phone

Executive Director **Email**

Save

Project Request

Name of Program/Project for which funds are requested?

?

Geographic area to be served (must be in Greenville County)

Total funding requested

Total Budget for Program/Project

Is this a 1 or 2-year request?

?

Prior Funding from GWG?

The same question will be generated automatically for each collaborating organization that you have entered information for.

Has Collaborating Organization#1 received prior funding from GWG?

What year was prior funding?

Has Collaborating Organization#2 received prior funding from GWG?

What year was prior funding?

Number of people served annually by organization in Greenville County (If other collaborating organizations will share in this award, submit the total for all combined.)

Number of people served annually by proposed project:

Organization's Mission Statement:

Collaborating Organization #1 Mission Statement:

Note

MISSION STATEMENT, IRS FORM, BOARD INFO, ANNUAL ORGANIZATION BUDGET WILL BE REQUESTED FOR EACH COLLABORATING ORGANIZATION.

REMEMBER COLLABORATING ORGANIZATIONS HERE ARE DEFINED AS THOSE SHARING IN THE AWARD \$.

Collaborating Organization #2 Mission Statement:

Save

Grant Application Narrative

Executive Summary

Summarize the purpose of the grant:

Describe the program/project for which funding is sought: (750 characters)

The program/project description is limited to 750 characters. Click below to see the current length:

Total words used:

0

Describe the population & number of people to be served:

Describe any collaboration or partnership with another organization on this program/project:

of goals should be at most 3, but any should contain these attributes.

List the specific goal(s) you hope to achieve (These should be measurable):

SMART: Specific, Measurable, Attainable, Realistic, Timebound

Example:

(agency) will address the need for eye care for 410 underprivileged individuals in Greenville County in 2011 by lowering the rate of untreated eye disease and preventing blindness related to diabetes and glaucoma, by aiding in recovery from homelessness by restoring clear vision, thus providing means for employment and education, and by decreasing the need for cataract surgery among the needy in our community.

List the specific objectives (strategies, activities, etc.) you will accomplish in pursuit of the goal(s) (These should be measurable):

List only those objectives that specifically address the goal(s). State what you plan to do with strategies/activities that are attainable and realistic.

Grants Review Committee should be able to see that successful accomplishment of the objectives will result in the goal.

Grants Assessment Committee will assess whether you did attempt all of the objectives and how successful they were in accomplishing the goal.

Example:

- 1) to partner with 3 additional local organizations each of the next two years
- 2) to provide vision screening for at least 50 individuals at a local shelter/organization every other month
- 3) to schedule 230 free eye exams with doctors at _____ Eye Associates during 2011
- 4) to develop partnerships with 2 additional ophthalmology practices to provide more free eye exams over the next 2 years
- 5) to give a free pair of reading glasses to each individual deemed in need at vision screenings in 2011
- 6) to perform 40 free cataract surgeries in 2011 and 50 in 2012
- 7) to give free eyeglasses to patients who have been given vouchers by the Lion's Club or free medical clinics.

Provide the timeline for this project:

?

List, in concrete terms, the evaluation methods which will be used to measure program/project outcomes:

If the evaluation method was listed in the goal statement, that just needs to be mentioned again here, with explanations, if necessary. If no numbers have been previously mentioned, include them here.

Examples:

Will you increase services ___%

Will grades improve 1 grade level?

Will the number of graduates be ___?

Will surveys indicate ___% improved satisfaction after the grant?

How will the program/project continue beyond GWG funding?

↗ **Key point is sustainability for your program.**

Save

Documentation

Before uploading the required documents shown below, **SAVE** your application.

Save

Budget for proposed program/project

Upload

[Optional Budget Template](#)

Applying Organization

IRS 501(c)3 Letter

File Name:

Virus Scan Status:

Upload

Board of Directors

(Names & Affiliations only, please)

Upload

Annual Budget Summary

Upload

Collaborating Organization #1

IRS 501(c)3 Letter

Upload

These requests for documentation will be generated automatically for any collaborating organization(s) that you have indicated will share in the award \$.

Board of Directors

(Names & Affiliations only, please)

Upload

Annual Budget Summary

Upload

Collaborating Organization #2**IRS 501(c)3 Letter**

Upload

Board of Directors**(Names & Affiliations only, please)**

Upload

Annual Budget Summary

Upload

Missing Items**Missing Items**

Note to \$100K applicants: If you have indicated earlier in the application that you will submit a draft by 5 pm, December 9 because you want feedback, simply save it in the usual way. We will be able to view your application from our end.

Number of Years for request

Number served annually

Mission Statement

Summary of Purpose of Grant

Describe the population

Describe any collaboration

Documentation: IRS Exemption Letter

Documentation: Board Members

Documentation: Annual Budget Summary

Documentation: Project Budget

You are still missing the above items. You will need to fill out the missing fields, or attach the required documents before you can submit this application.

Application Last Saved 11-15-2011 09:17 PM

?

ELEMENTS OF WINNING PROPOSALS

- Answer each question succinctly.
- Address how proposal fits in with GWG priorities.
- Submit all required documentation.
- Create clear, researched, itemized, and defensible project budget.
- State clearly what will define the project's success.
- Include measurable outcomes that demonstrate impact.

TIMELINE

2011

- 11/1/11 Online Application Available
- 12/9/11, 5pm (Optional) Draft of \$100K Grant due for review
- 12/16/11 Feedback for draft of \$100K Grant communicated

2012

- 1/18/12, midnight Deadline for all grant applications (online only)
- 1/19 to 1/27 Initial screening for adherence to basic grant requirements
- 1/28 to 2/10 Grants reviewed by workgroups
- 2/10 to 3/9 Site visits to selected organizations
- 3/16 Presentation to full Grants Review Committee and ballot selection
- 4/3 Ballot mailed to all GWG members with 4/20 reply deadline.
- 4/24 to 4/26 Award recipients notified.
- 5/9 GWG Annual Meeting and Awards Presentation

GRANTS ASSESSMENT FOR AWARD WINNERS

See next page for Grants Assessment Form.

Sample Grant Assessment Report

This gives applicants an understanding of what needs to be included in the grant application.

Greenville Women Giving

2011 Grant Assessment Report

(Please type or print the answers to these questions.)

Organization: _____ Amount Awarded: _____

Project: _____ Executive Director: _____

Contact for this Grant: _____ Phone #: _____

Report Date: _____

1. Summary description of the project. (include attachment(s) if needed)

2. Will your project be completed by April 30, 2012? Yes__ No__

a) If yes, please complete the following:

- Total amount spent on project: _____
- Amount received from GWG: _____

b) If no, please complete the following:

- Amount of Grant: _____
- Amount spent _____
- Amount remaining _____

If your project will not be completed by the date stated on the grant application, please advise Greenville Women Giving of the expected completion date in writing by March 1 of the year the grant is scheduled to end.

Please include the following with your evaluation report form:

1. An itemized accounting of how the funds were spent
2. Receipts if applicable

3. Was your agency's project fully funded by the GWG Grant? If not, how did you get additional funding or adapt the program?

4. Is this funded project/program part of an ongoing strategy for your agency?

Yes _____ No _____

If yes, what are your plans for future funding?

5. How has the grant helped your agency achieve your purpose for requesting funds?

You should include:

- How the goals and objectives of the grant were met
- How your organization benefited from the grant
- How many of the targeted population benefited from this grant

6. Was the project implemented as planned? Any problems? If so, how did you resolve them? Any unexpected benefits?

7. How was Greenville Women Giving's support acknowledged or publicized by your organization? (Please include copies of the public announcements of this grant and any recognition given to GWG)

8. What were your organization's main achievements in the past 12 months?

Declaration:

We declare that all details contained in this report are true and correct to the best of our knowledge and that we have the authority to provide this information on behalf of our organization. (This report needs to be signed by two Board members.)

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

THIS FORM IS TO BE MAILED IN DUPLICATE, BY APRIL 30, TO:

Betty Teague, Chairman, Grants Assessment Committee

C/o Greenville Women Giving

Community Foundation of Greater Greenville

27 Cleveland Street, Suite 101

Greenville, SC 29601

GRANTS ASSESSMENT TIMELINE

5/10 to 6/1

Grants Assessment Committee receives the funded grants.

Each committee member is assigned as the contact for one award winner

6/1 to 6/30

GAC contact calls agency, makes introductions, discusses grant

8/1 to 1/31(2013)

GAC contact calls, visits grant/agency, depending on grant format and functions

2/1 to 4/30 (2013)

GAC contact visits agency, discusses grant timeline, April 30 Assessment Report due date, and extension deadline (March 1), if needed.

Note: Two-year grants file a Mid-Cycle Evaluation after the first year, the Final Assessment Report after the second year.

5/1 to 5/10

GAC contacts report on final visits, receive Grant Assessment Reports, complete Evaluation Checklist

Answers to Selected Questions Raised During the Webinar

The following questions were texted or called in during the webinar.

Q: If we apply for the \$100,000 grant, are we only eligible for the \$100,000 or could a lower amount be awarded to us if we are not awarded the \$100,000? Would we automatically be eligible for the \$40,000 grant? Or, can we apply only once for one amount?

A: You can apply for only one grant. If your proposal is selected by the membership, generally you will be awarded what is requested. The intention is to award one grant at the \$100K level. You must therefore decide whether to apply for the \$100,000 for a project that requires that level of funding and creates that level of impact or apply for a different project that requires a lower level of funding.

Q: Does the draft deadline of December 9 only apply to the \$100,000 grant, or does the draft deadline also apply to grants of other amounts?

A: This applies only to the grants of \$100,000. However, if you have any questions along the way, please feel free to contact us through the website.

Q: Are you open to capital requests?

A: Yes, we do fund capital improvements and operating budgets.

Answers to Selected Questions Raised During the Webinar, page two

Q: Are you open to requests to support technology purchases?

A: Yes.

Q: Can there be a collaborating organization that is key to the project but does NOT receive funds (or is subcontracted) and is not a 501(c)3?

A: Any collaborating organizations or businesses that help you accomplish your project's goals may be cited in your proposal. Only those that have 501(c)3 status or are a government entity may share in the actual award. Only those that will share in the award need to be included in the information section on the application under "Collaborating Organizations." Only those that will share in the award need to submit the IRS, annual budget, and Board member documentation.

Q: Do you let us know if we made it through the first selection?

A: At the time the ballot goes out, all applicants will be notified as to whether or not they are on the ballot. After the ballots are in and tabulated, all those on the ballot will be notified as to whether or not they will be funded.

Q: Will faith based organizations be considered?

A: Any 501(c)3 or government agency that meets the eligibility requirements will be considered.

Answers to Selected Questions Raised During the Webinar, page three

Q: Does the site visit have to take place at the applicant's office?

A: No. The site visit may be located and structured wherever and however you can best present your project or program. This is your opportunity to elaborate, explain, and shine.

Q: Will at least one request in each of the 5 areas be on the ballot? Have any changes been made in the grant review process so that each of the 5 areas are funded?

A: At this time the voting process does not ensure that each area is on the ballot or that each area is funded. Members are informed about what area(s) each proposal addresses. The membership's votes determine the funding balance. This continues to be a topic of discussion at both the board and the membership level.

Q: Can the award only be used for programs that serve individuals in Greenville County?

A: Yes.

Q: What is the policy on "re-granting"? What is the definition of "re-granting"?

A: The parameters for "re-granting" (eligibility for receiving another grant) are listed in the assessment information of the webinar. If you have been awarded a grant, you must complete all assessment requirements before you will be considered for another one.

Answers to Selected Questions Raised During the Webinar, page four

Q: What type of information is provided to the membership on the ballot? Is it just a short summary of the organization's project?

A: Each grant request is thoughtfully summarized on one full page. Information provided in that summary includes: amount requested, purpose of grant, description of request, information about the organization, organization and project budget totals, partners and/or collaborators and their roles, compelling aspects of project, website address. In addition, GWG members are encouraged to attend a Q&A session at which they hear a short presentation about each project and have the opportunity to ask questions of those who went on the site visit.

Q: What is the maximum a single agency should expect to be eligible for?

A: Grant requests can range from \$40,000 to \$100,000. The cost of your program or project dictates the amount you should request.

For additional information or to ask a question, please go to our website.

THANK YOU!

For questions concerning the webinar:

<http://www.greenvillewomensgiving.org/grants/questions.aspx>

To apply for a grant:

<http://www.greenvillewomensgiving.org/grants/howtoapply.aspx>