

Greenville Women Giving
Grant Application Instructions for 2022
(<https://www.greenvillewomensgiving.org/grants/application/>)

Grant applications will open on November 1, 2021 and will close at midnight on November 26, 2021. Greenville Women Giving (GWG) will fund grants that have potential for high impact and provide an opportunity for significant positive change in the community. Funding will be provided for general operating support, establishment of new programs, continuation or expansion of existing programs, and for capital improvements. All grant requests must outline why funds are needed, define the anticipated impacts and provide specifics on clear action steps and timelines to achieve measurable and sustainable results. Grant awards in 2022 will range from \$50,000 to \$100,000 and be for either a one-year or two-year period. Prior to completing the application, it is recommended that grant applicants read GWG Grant Guidelines and Frequently Asked Questions

Whom should we contact regarding the grant?

Locate the blue box and click on the name of your organization from the drop-down menu. A screen will appear to validate or update leadership and contact information. If this is the first time your organization is applying for a grant with GWG, click on the green New Request and complete the requested information.

Make sure that you list the name of the individual who will serve as the organization's contact for all GWG correspondence. Be sure that the contact information is current and that the individual is prepared to respond promptly to questions and requests for appointments. If the contact person changes during the grant process, please notify greenvillewomensgiving@gmail.com.

What is the name of your organization?

If your organization has previously applied for a grant from GWG or the Community Foundation of Greenville, your organization should already be registered on the site. You can either choose your organization's name from the drop-down list on the login page or type in the name of the organization on the search line. If your organization is not listed or if your organization has changed its name, scroll to the bottom of the page, and click on "add an organization".

Is there a non-profit that is receiving the funds on behalf of the organization?

Most organizations applying for a grant will be registered non-profits and will check "no" to this question. However, some organizations function under the auspices of a fiscal sponsor - an established IRS 501(c)(3) tax-exempt organization that agrees to serve as the "fiscal agent" and accepts donations on behalf of the group that does not have a separate IRS tax exemption. If you do not have a separate IRS non-profit status, check "yes", list your fiscal sponsor and be prepared to show documentation that they are aware of and support your application.

What is the title of your grant?

Your grant title will be what is listed on the GWG ballot. Be certain that your title is descriptive and provides adequate information for the GWG members to quickly understand your funding needs and the outcomes you hope to attain. Due to space restrictions, the grant title is limited to six words. Longer titles will be edited to the six word maximum.

Example:

Vague Title: Mentoring Program

Descriptive Title: Teaching life skills to the disadvantaged

What is the amount of funding being requested from GWG?

List the total amount your organization requests from GWG. Grant awards in 2022 will range from a minimum amount of \$50,000 to a maximum amount of \$100,000. Grant requests MUST be in this range and requests outside this range will NOT be considered. The amount requested here on the application must match the amount listed on the budget template under Funding Sources “GWG Funds Requested.”

What is the Total Funding Need?

List the total anticipated amount required to fully complete your organizational need here and in the upper section of the Grant Budget Template under Grant Costs / Expenses. Details of all costs and expenses required to fully complete the funding need should be outlined. The percentage of GWG funds to be applied toward the total funding need is calculated by dividing GWG funds requested by the total amount of the overall funding needed to fully complete your plan.

Example 1: Request: Funding for expanding capacity
Total Costs/Expenses: \$150,000 to cover \$100,000 for salary and \$50,000 for equipment to implement the expansion
GWG Funding: \$50,000 to cover equipment or one-third of total amount needed

Example 2: Request: Building addition
Total Costs/Expenses: \$250,000 for new classroom
GWG Funding: Total request of \$100,000 or 40% of total amount needed

What is your total organizational budget?

List the total annual expense budget for your organization including both operational and programmatic expenses. Be sure that this number matches the amount on your uploaded Organizational Budget or your application will be ineligible for funding.

What is the Grant Begin Date?

List the date you anticipate first spending any GWG grant funds. This date should be soon after GWG grants are awarded and should allow sufficient time to implement and assess the grant’s outcome prior to the required grant assessment deadline in the following June.

What is the Grant End Date?

Grants funded for one-year should be completed and performance criteria met by June 30 of the following year. Two-year grants should be completed by June 30, two years later. Additional information about what is required for a grant to be completed is available in the Frequently Asked Questions section of the website.

Have you received prior funding from Greenville Women Giving?

If your organization (including under prior names) has previously been funded by GWG, check "yes". If you are uncertain if your organization has received funding in the past, contact the GWG Administrator at greenvillewomensgiving@gmail.com or the Community Foundation of Greenville at (864) 233.5925. Please allow 24-48 hours for a response.

Which of the 5 funding categories best applies to the grant for which you request funding?

Many grant requests may fall into more than one of the funding categories. Select the one category that BEST describes the nature of your proposal.

Arts

GWG seeks to strengthen our community through the arts by providing grants that promote the creation of, access to and appreciation of the arts, as well as programs that incorporate the arts as part of a multidisciplinary teaching program.

Examples include arts education, arts integration, support for art organizations and venue enhancements.

Education

GWG promotes lifelong learning by providing grants that educate individuals for a productive life from early childhood through higher education and beyond, as well as those providing for teacher development and access to quality educational programs and job training.

Examples include tutoring / after-school programs, mentoring, literacy programs, job skills training and procurement of educational resources.

Environment

GWG seeks to enhance our community by providing grants that protect and preserve natural areas and resources, that improve outdoor recreational opportunities and parks, and that teach conservation, protection, and the responsible use of natural resources.

Examples include conservation activities, environmental cleanup, tree planting, efforts to promote a green economy, conservation easements, parks, and environmental education.

Health

GWG seeks to improve the overall health of the community by providing grants that promote health, wellness, and access to high quality healthcare for everyone, as well as assisting individuals in changing or avoiding unhealthy lifestyles or behaviors.

Examples include nutrition and exercise programs, drug and alcohol abuse programs, health clinics, mental health and treatment of mental illness, animal welfare, and health education.

Human Services

GWG seeks to address inequities within our community by providing grants that address every

individual's needs for food, clothing, shelter, and safety as well as grants that address underlying social problems.

Examples include shelters and housing for the under-served, food pantries, soup kitchens, domestic violence prevention, youth and community empowerment, youth development, job creation and access to transportation.

GWG reserves the right to reassign categories as necessary to maintain consistency with internal guidelines.

What type of grant are you applying for?

All grants must be for a specified purpose and GWG must have the ability to track the use of the funds and measure the outcomes achieved.

General Operating Support: This refers to funding for items essential to the successful operation of the organization and its capacity to fulfill its mission. Requests for operating support must provide detailed information about why the funds are necessary and how they will be used to support the mission of the organization and enhance the impact on the population served. Please note that GWG does not provide unrestricted funds for general organizational needs.

Capital Improvement: This refers to requests for a facility or equipment upgrade (as distinguished from maintenance or repair), renovation of existing space or building of new space that increases efficiency and enhances ability to better fulfill the mission of the organization.

Existing, New or Expanded Programs: This refers to grants which focus on (1) continuing existing programs, (2) implementing new programs or services to accomplish the goals of the organization more successfully or (3) which seek to expand existing programs or service to new populations or locations.

Is this a one-year or a two-year request?

Check "one-year" if you will be able to fully implement and evaluate the grant within a one year period. Check "two-year" grant if you are requesting a grant that will take more than a year to implement and assess and for which you can outline distinct action steps for each of the two years. See Frequently Asked Questions for more details if you are uncertain about whether you qualify for a two-year request.

Briefly summarize the history and purpose of your organization. Max = 150 words

Provide details about your organization, its vision and mission, its ongoing programs and impact on the community. Tell us why your organization is well positioned to implement the grant for which you are requesting funding. Please include the date when your organization began providing services in Greenville County. Also, state how long your Executive Director (or similar individual) has been serving in this position. If the person has served less than three years, please provide the individual's prior position, either with your organization or another organization.

Describe in detail the specifics of your grant request. Max = 250 words

Provide enough detail to educate GWG Members about your plans, why funding is needed and how the grant will impact your targeted populations. Include specific details about the number of people who

will be helped directly or indirectly, and what additional resources may be needed to ensure successful outcomes. If applicable, outline major partnerships and collaborations providing support for the requested grant.

List 1-3 specific planned outcomes for your grant. Max = 100 words

Briefly list up to 3 Planned Outcomes (sometimes referred to as your goals or objectives). How will the receipt of a GWG grant benefit the community you serve?

You will also list these same 1-3 Planned Outcomes on the Evaluation Template where you will need to provide additional details about specific action steps, timeline, and performance success indicators for each.

Describe your methods and resources to measure success. Max = 50 words

Briefly, describe the methods and resources you will use to track your community impact. Please provide specifics on the methods your organization uses to track outcomes and how you will measure the success of a grant from GWG.

Continue beyond GWG Funding. Max = 50 words

Please explain what will happen after the GWG grant and how the planned outcomes will be sustained over time.

What makes this grant compelling? What is its greatest impact? Max = 150 words

Highlight the potential impact on the Greenville community and the population you serve. Be convincing – tell your story. Feel free to use anecdotes, statistics, past successes, and stories about the people whose lives will be changed because of your grant.

Mandatory Uploads

IRS Determination Letter

Scan and upload your non-profit certification letter. Organizations that have a fiscal agent (and, therefore, do not have an IRS Determination Letter) should upload documentation from the fiscal agent indicating they are aware of, and in support of, the proposed grant application.

Most Recent Form 990

Attach all pages of the organization's most recent tax return. If you do not have a 990 for the most recent fiscal year, please provide a brief explanation. Organizations who are not required to submit a tax return (e.g., hospitals, school systems) should attach a brief statement clarifying the exemption.

Overall Organizational Budget

Attach the complete organizational budget for your current fiscal year. For National Organizations, please include only the budget for the local affiliate.

Grant Budget Template

Complete the Grant Budget Template (excel spreadsheet) and upload. Be sure to clearly indicate sources of additional funding necessary to fully complete the proposed grant.

Applicants who receive funding but are not able to complete the proposed grant for any reason or who subsequently receive additional funds overlapping those provided by GWG will be required to notify the GWG Grants Assessment team to discuss options.

Grant Evaluation Template

Complete the Grant Evaluation Template and upload here. The Planned Outcomes listed on this Template must match those listed in your response to the narrative above in which you specified 1-3 outcomes for your funded grant. Indicate at least one action step, performance measure, timeline, and Performance Success Indicator for each Planned Outcome. You may have several action steps, etc. for each Planned Outcome. Please list and provide details for each.

List of Current Board Members and Affiliations

Upload a list of board members and affiliations; do not include bios or photographs.

Optional Uploads (max = 2; max file size of 10 MB each)

You may submit up to two additional uploads. These are intended for documents that will help GWG better understand your grant request (e.g., maps, renderings). Do not attach copies of brochures, annual reports, letters of support or other general information about your organization.