

Greenville Women Giving
Grant Application Instructions for 2024
(<https://www.greenvillewomensgiving.org/grants/application/>)

Grant applications will open on November 1, 2023 and will close at midnight on November 27, 2023. 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 2024 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 our GWG Grant Guidelines and Frequently Asked Questions.

GRANT OVERVIEW

Grant Title

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

Amount Requested

List the total amount your organization requests from GWG. Grant awards in 2024 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."

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. (Note: Moved from the back page to here)

Total Grant Budget

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

Total Organization 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.

Grant Begin Date

List the date you anticipate first spending any GWG grant funds. This date must be after GWG grants are awarded in May 2024 and should allow sufficient time to implement and assess the grant's outcome prior to the required grant assessment deadline in the following June for one-year grants and June, two years later for two-year grants.

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.

GRANT DETAILS

Prior funding from GWG

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 greenvillewomengiving@gmail.com or the Community Foundation of Greenville at (864) 233.5925. Please allow 24-48 hours for a response.

Focus Area of Grant

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.

Type of Grant

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.

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.

Length of Grant

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.

Services in Greenville County

Eligible organizations must provide services in Greenville County.

NARRATIVE

Organization Details

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.

Character Limit: 750

Grant Details

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.

Character Limit: 1250

Planned Outcomes

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.

Character Limit: 500

Success Management

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.

Character Limit: 250

Continue beyond GWG Funding

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

Character Limit: 250

What makes this grant compelling? What is its greatest impact?

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.

Character Limit: 750

ATTACHMENTS

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.

File Size Limit: 3 MB

Copy of IRS Determination Letter (one page)

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. GWG will review multiple sources to determine that the organization's nonprofit status is current and active.

File Size Limit: 3 MB

Grant Evaluation Template – Required GWG Form

Complete the GWG Grant Evaluation Template and upload here. See attached details for completion.

File Size Limit: 3 MB

List of Board Members and Affiliations (one page)

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

File Size Limit: 3 MB

Grant Budget Template – Required GWG Form

Complete the Grant Budget Template (excel spreadsheet) and upload here. See attached details for completion

File Size Limit: 3 MB

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.

File Size Limit: 3 MB

Graphic A and Graphic B

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.

File Size Limit for Each Graphic: 3 MB

ELECTRONIC SIGNATURE

Potential Conflicts of Interest

Identify and explain any potential personal or financial benefit that might be gained by any of your organization's staff or Board, or their immediate families, were this grant to be awarded. For example, a board member is the owner of a company from which materials will be purchased for the grant you are requesting. If there are no potential conflicts, please state "None".

Grant Evaluation Template – Information for completion

This form is reviewed in detail during the grant review process and provides important details about the organization's grant structure and plans. If funded, this document will be a critical component of determining the successful completion of the grant. Outlining specific metrics and dates is essential.

Planned Outcomes: What benefits or changes will occur as a result of the GWG grant?

The Planned Outcomes listed on this Template must match those listed in your response to the application narrative in which you specified 1-3 anticipated outcomes for your grant. Please copy those outcomes in this section.

Action Steps: What specific activities will you do to accomplish each outcome?

Indicate at least one action step (you may have multiple) your organization will take to accomplish each planned outcome.

Example for hiring a new staff member: preparing a job description, hiring, training, new program open

Example for construction: Permits completed, ground breaking, building open

Example for new equipment: Obtaining # bids, purchase and installation

Timeline: When do you plan to accomplish each action step?

Please indicate specific dates for the completion of each action step, such as by September 30, etc.

Performance Success Indicators: Within the grant period, what measures will you use to demonstrate that you have successfully accomplished your planned outcomes?

Please give specific metrics.

Examples:

200 new clients receiving services

50 staff members trained with 90% indicating improved understanding

100 additional phone calls answered each week

20 clients employed

New equipment impacting 2,500 audience members annually

Housing improved for 40 families

Diversity increased by 50%

Grant Budget Template – Information for completion

This form is reviewed in detail during the grant review process and provides important information about the organization’s finances associated with the grant request. If the grant request is funded, this information will be reviewed and followed by the Grants Assessment Team to assure that the grant request is completed as proposed.

Enter the name of your organization and the name of your grant at the top of this form

The form has three separate sections

1. Grant Budget

Please describe the full financial need your organization is seeking to fund. This section informs GWG of the full cost of what your organization wants to accomplish. In many cases, the total amount needed will exceed the \$50,000 to \$100,000 grant amounts allowed by GWG. In other cases, an organization may request GWG to fully fund a need, in which case the total in this section will match the GWG grant request. In this section, please outline the cost of items needed to fully fund the total financial need.

Example 1: New Building \$ 1,000,000

Example 2: New Class Room

1 year teacher salary/Benefits	\$ 57,000	
Construction	\$235,000	
30 Computers	\$ 40,000	
New Furniture	<u>\$ 60,000</u>	
Total Need		\$ 392,000

Example 3: New HVAC \$ 78,123

Example 4: Operating Costs

Development Director Salary	\$ 50,000	
Increased Electrical Costs	\$ 24,000	
Increased Rents	<u>\$ 36,000</u>	

Total Need

\$ 110,000

2. Funding Sources

Please detail how your organization plans to fund the full financial need. This information helps GWG understand how your organization plans to raise the required funds. First, list the amount you are requesting from GWG and indicate that this has been requested. Next, list all other sources of anticipated funding and indicate whether the amounts have been received, are committed or have been requested. If funds are not yet committed or received, you may list multiple requests (totaling more than the full funding need) as an acknowledgement that not all requests will be satisfied.

Examples:

ABC Foundation	\$ 75,000	Committed
XYZ Corporation	\$100,000	Received
Major Donor	\$ 50,000	Requested
Endowment Funds	\$250,000	Committed
Special Initiative Fundraising	\$125,000	Requested

3. Expenditures of GWG Funds

In this sections, provide specific details of how GWG funds will be used. This will allow us to understand how any funded grant amounts will be spent. The total of this section should be equal to the dollar amount your organization is requesting from GWG and should equal the amount listed under the first line of Section 2 of this form "GWG Funds Requested."

Example 1: Requesting \$100,000 for a \$1Million new building
Construction costs: \$100,000

Example 2: Requesting \$97,000 for a \$392,000 New Classroom

1 year teacher salary/Benefits	\$ 57,000
30 Computers	<u>\$ 40,000</u>
Total GWG Funds Requested	\$ 97,000

Example 3: Requesting Full Funding for new HVAC:
New HVAC \$ 78,123

Example 4: Requesting \$100,000 for Operating Costs

Development Director Salary	\$ 50,000
Increased Electrical Costs	\$ 24,000
Increased Rents	<u>\$ 26,000</u>
Total GWG Funds Requesting	\$ 100,000

Two-Year Grant Requests

The Grant Budget Template is to be completed showing total dollars for the full two year request.
-Grant Budget in Section 1: outline the full funding need over two years.

-Funding Sources in Section 2: outline all anticipated amounts to be received during the two-year grant period.

-Expenditures of GWG Funds in Section 3: outline specifics of how GWG funds will be spent over the two year grant period.

In some cases it may be helpful to separately outline Year 1 and Year 2 amounts. If it is anticipated that year 1 and year 2 expenditures will be identical, the amounts should be separately listed for each year.

Example 1: Salary for new position for two years

Salary Year 1:	\$ 50,000
Salary Year 2:	<u>\$ 50,000</u>
Total GWG Funds Requested	\$100,000

Example 2: New Building

Year 1: Architect Fees	\$ 40,000
Year 2: Construction Materials	<u>\$ 60,000</u>
Total GWG Funds Requested	\$100,000

Percentage of GWG Funds to Total Costs / Expenses

This is a calculation using numbers found on the form:

GWG Funds Requested divided by Total Grant Budget

This informs us of the percentage GWG will contribute toward full completion of the planned activity.