



Women's Gift Alliance Pooled Fund Grant Guidelines and Instructions

BACKGROUND

The Women's Gift Alliance (WGA) was formed to make a significant impact in Kootenai County through philanthropy. The WGA's mission is to pool the talents and resources of women in Kootenai County to provide meaningful financial support to a broad range of charitable, cultural and educational projects within our community. The WGA Grant Program consists of annually awarding large **Pooled Fund Grants**, **Finalist Awards**, and smaller **Individually Designated Gifts**.

Pooled Fund Grants are awarded through a three-stage collaborative selection process and final membership vote. All submittals are reviewed carefully by the WGA Grant Committee verifying information submitted, weighing against WGA grant criteria, and subjectively evaluating community need and the likelihood of project outcomes.

Finalist Awards may be awarded each year to organizations on the Pooled Fund Grant Ballot who do not receive a Pooled Fund Grant.

Individually Designated Gifts (IDG) are awarded every year in August. Each of our members may designate a \$250 Individual Gift to a nonprofit organization of their choice.

POOLED FUND GRANT APPLICANT ELIGIBILITY CRITERIA

1. Services provided by the Organization must benefit residents of Kootenai County.
2. Only organizations that qualify as 501(c) 3 entities under the IRS code or other organizations that meet charitable guidelines established by the Idaho Community Foundation and the IRS are considered for funding.
3. Organizations that have previously received a WGA Pooled Fund Grant Award may receive only one pooled fund grant within a three-year period.

POOLED FUND GRANT FUNDING CRITERIA

The Women's Gift Alliance guiding principal is to make a significant impact in the community through philanthropy. To achieve our goal, Women's Gift Alliance members are asked to vote for Pooled Fund Grant Projects that demonstrate one or more of the following:

- ENRICH THE FABRIC OF THE COMMUNITY
- ADDRESS A COMMUNITY PROBLEM
- FOSTER COLLABORATION OR PARTNERSHIP
- CREATE A BOLD NEW VENTURE

Other Funding Information:

- WGA anticipates grant award amounts of approximately \$25,000. The final amount and number of grants is established by the WGA Board in January.
- General operating expenses are eligible for funding consideration only in the amounts necessary for specific project needs.
- Funding requests for endowments and fundraising activities are not considered.
- Funds are not available until July 1, 2022.
- WGA funds may not be used for expenses incurred before the Grant Award date.
- WGA funded projects must be initiated within 6 months after the grant award.

SUBMISSION REQUIREMENTS

Please refer to instructions on each of the required application sections: Preliminary Application, Grant Project Information, Preliminary Application Questionnaire, and Submission Checklist. Please use the forms or formats as indicated in each section.

The application form can be copied and typed on. An electronic version is available at www.womensgiftalliance.org but may not be downloaded using a mobile device.

DUE DATE

Preliminary Applications must be postmarked on or before Tuesday November 9, 2021.



2022 Women's Gift Alliance Pooled Fund Grant Preliminary Application

ORGANIZATION INFORMATION:

Name of Organization: _____

Physical Address: _____

Mailing Address (if different) : _____

Organization Phone: _____ **Website:** _____

Contact Person and Title: _____

Phone: _____ **Email:** _____

Grant Contact Person: _____

Phone: _____ **Email:** _____

Mission statement or description of organization: *Please limit length to 3 lines.*

Organization Target Population and Number of People Served Annually: _____

Organization Geographical Area Served: _____

Is the organization name the same as it appears on the IRS Letter of Determination? Yes / No _____

If not, please explain: _____

Effective date of 501(c)3 _____

How did you hear about us? _____



WGA | Women's Gift Alliance
Making a Difference Through Philanthropy

GRANT PROJECT INFORMATION:

Project Name / Title: _____

Project Start and End Dates (Project start date on or after July 1, 2022): _____

Note: Funds are not available until after July 1. Project must be initiated within 6 months after the grant award.

Is This A New or Next-Step Project? Yes/No _____ Details: _____

Brief Summary of Project (no more than three sentences): _____

Organization Operating Budget Amount - Current Year: \$ _____

Total Project Cost: \$ _____ WGA Funding Request Amount: \$ _____

General Area of Service (check one):

___ Social Services ___ Health ___ Education ___ Environment ___ Cultural/Arts

___ Other (explain): _____

Geographic Area to be Served by this Project: _____

Total Number Served by this Project: _____

Executive Director or CEO (print name) _____ Signature _____ Date _____

Board Chairman/President (print name) _____ Signature _____ Date _____

**Please don't hesitate to contact us with questions
concerning this Preliminary Application.**

Website: www.womensgiftalliance.org

E-mail: grants@womensgiftalliance.org

Pooled Fund Grant Preliminary Applications must be postmarked by November 9, 2021.

Pooled Fund Grant Preliminary Application Questionnaire

Instructions: The purpose of the Pooled Fund Grant Questionnaire is to introduce your pooled grant project to our organization. With this in mind, **please briefly respond to the questions under the following 7 headings, using the format below.** This section must be in 12-point type, using 1 ½ line spacing with 1" margins. Total must not exceed two single-sided pages. Do not put on organizational letterhead. Please don't hesitate to contact us if you have any questions.

1. ORGANIZATION

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

2. TARGET POPULATION & COMMUNITY NEED

- We are interested in understanding the people you wish to serve with this project. Please briefly describe your target population. Examples: number of individuals in geographic area, age, gender, race, population distribution, and other important or unique characteristics. Use your professional judgment when determining what information to include.
- What are the community needs and/or priorities of this target population? How did you determine these needs and/or priorities? Please include references to assessments, data sources, etc.

3. BRIEF PROJECT DESCRIPTION

- What activities do you propose to address the community need outlined above? Essentially, what will you do with the funds, if received?
- What outputs do you expect for each activity? Examples: how many participants, how many classes, projects, service hours, etc. Please identify direct beneficiaries as well as indirect beneficiaries and include the estimated number of each.
- If your organization is leveraging other funds or partnering with another organization please describe the nature, timing, and funds to be provided by the partnership.

4. SHORT-TERM OUTCOMES & IMPACT

- What is going to change because of this project? State in general terms the short-term outcomes that you expect when your project is completed.
- What is the overall impact of this project to our community? Examples: reduce elder abuse, increase water quality, enhance creativity in children, and increase reading ability.

5. EVALUATION

- How will you determine whether the project was implemented according to plan?
- How will you measure the short-term outcomes and impact? Examples: survey people before and after participation, staff observation, or other measurements tools. You will need measures of change for each of the outcomes and impacts you identified in #4.

6. FINANCIAL INFORMATION AND SUSTAINABILITY

- Is this project part of a larger endeavor? What percentage of the project will be funded by WGA funds?
- What other funding sources have been received or secured? What other funding sources are pending?
- How will this project continue beyond the WGA grant period?

7. WGA CRITERIA

- How does this project address one or more of the WGA criteria?



Pooled Fund Grant Preliminary Application Submission Checklist

Organization Name: _____

Submission Requirements

Please use WGA forms and formats.
Single sided only, no letterhead.
No staples, file folders or plastic sleeves.
Paper clips are acceptable.

Assemble and Submit Application Packet in this order:

- ___ 1. Submission Checklist (1 page)
- ___ 2. Preliminary Application (2 pages) with original signatures
- ___ 3. Pooled Fund Grant Questionnaire (2 page limit)
 - Response to questions under numbered headings 1-7.
 - Font no smaller than 12 points
 - Margins on all sides no smaller than 1 inch
 - Spacing = 1 ½ lines
- ___ 4. Detailed project budget (for the project outlined in this proposal)
Important: If project amount exceeds WGA grant award, clearly indicate items for WGA funding
- ___ 5. IRS Determination Letter to confirm 501(c) 3 status
- ___ 6. Current fiscal year Detailed Operating Budget
- ___ 7. Current fiscal year Detailed Income and Expense Statement through September 30
- ___ 8. Financial Statements (Balance Sheet and Income Statement) for 2 prior fiscal years

**Please don't hesitate to contact us with questions
concerning this Preliminary Application.**

Website: www.womensgiftalliance.org

E-mail: grants@womensgiftalliance.org

Pooled Fund Grant Preliminary Applications must be postmarked by November 9, 2021.

Delivery Confirmation Receipt suggested. We will send email acknowledgement upon receipt of the application.

Mail to: Women's Gift Alliance P. O. Box 98 Hayden, Idaho 83835

WGA Use
Date Received: _____
Date Postmarked: _____
Conf. email sent: _____
Notes: _____