



# 2012 COMMUNITY GRANT APPLICATION & GUIDELINES

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## ABOUT WOMEN'S FUND OF MIAMI-DADE

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**Women's Fund of Miami-Dade** envisions a community where all women and girls have equal access, opportunity, and influence. Since 1993, as the only grantmaker in Miami-Dade County dedicated to funding gender-specific projects, Women's Fund has provided more than 400 grants to a wide range of innovative programs that have one thing in common: they provide women and girls the skills and resources necessary to thrive.

**Women's Fund of Miami-Dade** is a community builder, connecting grantee partners, donors and activists, fostering greater understanding of the needs and opportunities that exist in this community. Women's Fund is a member of the Women's Funding Network, sharing expertise, best practices and common evaluation tools with more than 165 women's funds and foundations around the world.

### **Women's Fund of Miami-Dade:**

- Builds capacity for organizations serving women and girls.
- Strengthens the grassroots network of advocates working on strategic solutions to the unique challenges facing women and girls in our community.
- Leads advocacy for collaborative efforts and increased activism to eliminate discrimination, build women's leadership, end violence against women, protect women's health, and increase economic security.

**When women and girls thrive, the entire community prospers.**

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## WOMEN'S FUND OF MIAMI-DADE STRATEGIC PROGRAM PRIORITIES

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*The Fund welcomes proposals from organizations and/or programs that:*

- Are working toward gender, racial, economic and social justice;
- Are committed to creating long-term social change for women;
- Are designed especially to address the critical needs of marginalized populations: particularly women and girls of color; immigrant and undocumented women and girls; lesbian, bisexual or transgender women and girls; women and girls with disabilities; older women; homeless women; survivors of gender violence; women in prison and ex-offenders; and other underserved populations;
- Emphasize community organizing and/or advocacy strategies in order to create meaningful institutional change in their communities;
- Are diverse and inclusive;
- Encourage the involvement of program participants and constituents in the decision-making process and in assuming leadership positions;
- Have limited access to traditional funding sources, i.e., government, foundations, and individual donors and/or emerging organizations.

## WOMEN'S FUND OF MIAMI-DADE PROGRAM AREAS

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*The Fund welcomes proposals that address any or all of the following areas that are key to empowering the lives of women and girls:*

### **ECONOMIC SECURITY**

*We believe that all women and girls have a right to economic security for themselves and their families, and a need to acquire the skills that will help them to achieve those goals:*

- Protect and expand women's equal opportunity in employment, including pay equity, work/life balance policies, affordable high-quality childcare, safe working conditions, and give women the tools to fight for their rights;
- Increase financial assets through financial literacy education, microenterprise financing, access to fair banking services, assistance in obtaining government benefits, and life skills and job training, including training women for non-traditional and high growth industries;
- Influence local, regional and state economic policies and systems that affect women's ability to achieve immediate and long-term economic self-sufficiency.

## **FREEDOM FROM VIOLENCE**

*We are dedicated to reducing all forms of violence against women and girls including domestic violence, sexual violence, commercial sexual exploitation, and human trafficking:*

- Advance comprehensive violence prevention strategies and policies;
- Improve community systems' response to violence against women including the courts, law enforcement and service providers;
- Support best practices and innovative approaches to serving survivors of violence.

## **WOMEN'S HEALTH**

*We believe that women and girls directly affected by health and reproductive inequities should lead efforts to transform the systems that impact their lives, and that all women deserve the fundamental rights to access quality health care and information, to choose not to have children, to have and parent children, and to live and work in an environment that is free of toxins that harm their health:*

- Advance a reproductive justice agenda and address the systemic inequities that impact women's and girls' reproductive health.
- Increase advocacy for women's and girls' health needs including mental, physical, preventive and reproductive health;

## **LEADERSHIP DEVELOPMENT**

*We believe that women of all ages and especially young women and girls must become leaders as individuals, community advocates, and workers:*

- Support innovative approaches to develop women leaders of all ages with programs that mentor, build self-esteem, promote academic advancement, and increase political involvement;
- Protect and support the inclusion and achievement of women and girls in all education and recreation programs;
- Increase advocacy for and support of women-led grassroots social change efforts.

## **WOMEN'S FUND OF MIAMI-DADE GRANT REQUIREMENTS**

*In addition to meeting the goals stated in your grant proposal, all of the following requirements must be met:*

### **ELIGIBILITY**

- Programs must be female specific and serve women and girls living in Miami-Dade County;
- Work must take place from February 2012 to January 2013;
- Grant awards generally range from \$2,500 to \$10,000;
- Organizations must have 501(c)(3) status, be a government or non-profit educational institution, or have a fiscal sponsor with 501(c)(3) status managing its finances;

### **REQUIREMENTS**

- One representative from the program must attend quarterly meetings during the funding year;
- One representative from the program must attend an event in February 2012 to receive the grant;
- One (or more) representative(s) from the program must attend our annual luncheon on March 23, 2012 and present a visual display of the program at the event;
- One or two representatives from the program must be trained in our online grant evaluation tool, MAKING THE CASE. Interim and final reports must be submitted using MAKING THE CASE. Training will be provided by Women's Fund to all successful applicants.

## **WOMEN'S FUND OF MIAMI-DADE COMMUNITY GRANT APPLICATION PROCESS**

Competition for Women's Fund of Miami-Dade Community Grants is intense. After all applications are initially reviewed, organizations will be notified of status and site visits will be scheduled. Final decisions will be made by the end of January 2012. Please see timeline below.

**We provide technical assistance throughout the Community Grant application process. This year, we will also be offering an optional training session on August 9, 2011 (time and place to be announced) – please e-mail [donys@womensfundmiami.org](mailto:donys@womensfundmiami.org) to be included on the list to be advised of the particulars.**

**If you have any questions about your proposal, please contact Fran Katz, Women's Fund of Miami-Dade Associate Director, at 305-441-0506 or by email at [fran@womensfundmiami.org](mailto:fran@womensfundmiami.org).**

Completed grant applications must be received by  
**September 23, 2011 at 5:00 pm**

*Continued on page 5*

There are **four parts** to the Women's Fund Community Grant Application: **Cover Page, Narrative, Budget, and Attachments**. They are described in the following pages.

- All parts of the application must be submitted to us electronically ONLY - no hard copies or faxes will be accepted. Please follow our guidelines explicitly when e-mailing your proposals.
- Create one compiled PDF document that includes all parts of your application in the following order: the cover page, followed by the narrative, the budget and the specified attachments last. There are various ways that you can create a PDF file – you can scan the entire document, use adobe acrobat, or use free on-line websites that assist with this process. If you are unable to access any of these means, you may contact [dony@womensfundmiami.org](mailto:dony@womensfundmiami.org) before September 20 for help with this process. Please note: We will not be able to help with this in the last three days before the deadline so it is important to ascertain if you will need this assistance well in advance of the grant deadline.
- E-mail the compiled PDF document as an attachment to [fran@womensfundmiami.org](mailto:fran@womensfundmiami.org) using **Community Grant Proposal 2012 {followed by the name of your organization}** as its subject line. This is very important as we expect to receive a heavy volume of e-mail on the deadline day and those immediately preceding it. This step will ensure that your proposal is not overlooked or directed into junk mail.
- We will confirm receipt of all proposals. If you do not receive a confirmation-mail by 2 pm on September 26, 2011, please contact us as soon as possible.

## TIMELINE

**July 26, 2011:** RFP Issued

**August 24, 2011:** Training Offered for Grant Applicants (Optional)

**September 23, 2011:** Proposals must be received by no later than 5:00 p.m.

**October 15, 2011:** All applicants will be notified whether their proposals have been selected for the next round of evaluation.

**October 10-November 5, 2011:** Site visits by Women's Fund staff and volunteers will be conducted.

**January 12, 2012:** All remaining applicants will be notified as to whether their proposals have been selected for 2012 community grant funding.

**February, 2012:** Funds will be awarded to new 2012 Women's Fund Grantee Partners.



**WOMEN'S FUND**  
of Miami-Dade County

## **2012 COMMUNITY GRANT Application—Part One: Cover Page**

*Please provide a cover page with the following information:*

|                                                            |                              |
|------------------------------------------------------------|------------------------------|
| Organization name                                          | Federal Tax I.D. #           |
| Chief Executive name                                       | Title                        |
| Signature:                                                 |                              |
| Address (street, city, zip)                                |                              |
| Telephone                                                  | Fax                          |
| E-mail                                                     | Website address              |
| Year organization established                              |                              |
| Size of paid staff:    ___ Full-time    ___ Part-time      |                              |
| Fiscal year dates:                                         |                              |
| Projected Annual Revenue \$                                | Projected Annual Expenses \$ |
| Grant contact person                                       | Title                        |
| Address (street, city, zip)                                |                              |
| Telephone                                                  | Fax                          |
| Email                                                      |                              |
| Fiscal Agent (if one is required)                          |                              |
| Program Title                                              |                              |
| Timeframe for program                                      |                              |
| Total program budget    \$                                 |                              |
| Amount Requested    \$                                     |                              |
| Is the program new or existing?    ___ New    ___ Existing |                              |

Brief description of program (50 word maximum):

**If you are a current grantee partner of Women's Fund of Miami-Dade, please use an additional page to highlight the adjustments, if any, you will make in next year's work and how they reflect lessons learned this year (250 word maximum)**

## **APPLICATION—PART TWO: NARRATIVE**

*The narrative should not exceed four pages. Please use a font no smaller than 11 point.*

### **1. Organizational Overview**

- Provide a brief **overview** of your organization including your organization’s mission, history, accomplishments, and your capacity to carry out the proposed program or project.
- What are the issues(s) or need(s) your organization primarily addresses? If different, what is the **issue or need** this application addresses?
- How are your board and committees organized and what is their role in **governance** for the overall organization and in development of this program or project?
- What **structure** do you have in place to ensure that your organization will continue regardless of Women’s Fund funding? (infrastructure for sustainability)

### **2. Proposed Program**

- State the **need/problem** you seek to address and describe its root causes.
- State the **goals** of the program for which you are requesting funding.
- What **strategies and activities** will you use to achieve your goals? Please include a timeline.
- Include an estimated number of **women and/or girls to be served** as well as information about age, race, ethnicity, geographic location, socio-economic level, and disabilities of participants. Explain how you plan to recruit participants and specify whether you have already identified participants.
- What **accelerators and inhibitors** might influence your success? What factors will advance your efforts, internally and externally (accelerators)? What factors might limit your progress, internally and externally (inhibitors)?
- Assess your organization’s **capacity** to undertake the program. Describe the skills and experiences of key personnel and volunteers who will be responsible for implementation.
- Will this project help to enhance the **economic security** of its participants? How?
- If relevant, explain with whom you will be partnering in your program to achieve the desired social change outcomes? How will these **collaborations** benefit and strengthen your program? Please provide names of organizations, where applicable. Include a Memorandum of Understanding from each partner confirming their commitment to participate in the Attachment section of your grant application (see Part Four: Attachments). Are there additional collaborative partners that you plan to engage?

### **3. Evaluation Plan**

- From the list of indicators of social change below, which “**shift**” best applies to your program and why?

## **Indicators of Social Change**

### *Shifts in definition and reframing of issues:*

The issue is defined differently in the community or larger society.

### *Shifts in individual and community behavior:*

People are behaving differently in the community or larger society.

### *Shifts in critical mass and engagement:*

People in the community or larger society are more engaged. Critical mass has been reached.

### *Shifts in institutions, systems and policies:*

An institutional, organizational, or legislative policy or practice has changed.

### *Maintaining earlier progress:*

Past gains have been maintained, generally in the face of opposition.

- What **social change impact** do you expect in one year as a result of this program?
- How will you know you have achieved the social change impacts and outcomes you desire? What change will you see? What are your **criteria for evaluating success**?
- How will you collect the information that tells you the extent to which the outcomes you desire are being achieved? What are the tools, instruments or other methods you will use to collect this **data**?
- How would your program be affected by partial funding?

## **APPLICATION—PART THREE: BUDGET**

a) **Organization and program budgets:** Use the budget form provided (next page) or your own format, such as QuickBooks or Excel. **The program budget must indicate how the portion of money requested in the grant will be allocated.**

b) **Budget narrative:** On a separate sheet of paper, list each budget expense line item for which you are requesting funding and give a concise one or two sentence description.

c) Have you sought or will you seek other funding for this program? If so, list the funders, amounts requested and whether funding is confirmed or pending.

d) Can the program still take place if funding other than this grant is not garnered?

## **APPLICATION—PART FOUR: ATTACHMENTS**

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- a) Verification of 501(c) (3) status from the Internal Revenue Service (your organization's IRS letter or fiscal agent's IRS letter).
- b) List of board of directors and officers, including their professional affiliations.
- c) If your project depends on partnerships with any other organizations, include a Memorandum of Understanding from each partner confirming their commitment to participate.
- d) Most recent IRS Form 990, including Schedule A.

### **Organizations with budgets over \$25,000 must also include:**

- e) Copy of Florida Solicitation of Contributions Act Registration (issued by the Florida Department of Agriculture and Consumer Services). For more information, visit <http://doacs.state.fl.us/onestop/cs/solicit.html>.

## BUDGET FORM A: INCOME

| INCOME                                                       | Organization Budget | Program Budget | Program budget requested in this grant |
|--------------------------------------------------------------|---------------------|----------------|----------------------------------------|
| Contributions                                                | \$                  | \$             | \$                                     |
| Donated goods & services<br>(In-kind)                        | \$                  | \$             | \$                                     |
| Grants and contracts<br><i>(list specific funders below)</i> | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
|                                                              | \$                  | \$             | \$                                     |
| Special events                                               | \$                  | \$             | \$                                     |
| Membership dues                                              | \$                  | \$             | \$                                     |
| Program service fees                                         | \$                  | \$             | \$                                     |
| Sales to public                                              | \$                  | \$             | \$                                     |
| Other earned income                                          | \$                  | \$             | \$                                     |
| Investment income                                            | \$                  | \$             | \$                                     |
| Rental income                                                | \$                  | \$             | \$                                     |
| Other income (itemize below):                                | \$                  | \$             | \$                                     |
|                                                              |                     |                |                                        |
|                                                              |                     |                |                                        |
| <b>TOTAL INCOME</b>                                          | \$                  | \$             | \$                                     |

