

GUIDELINES FOR GRANT APPLICATIONS

The primary function of the WISE Women of Blair County (WWBC) Endowment fund, managed by the Central Pennsylvania Community Foundation (CPCF), is to use, in the most beneficial manner possible, the funds entrusted to it. Therefore, grants are made to projects and programs that benefit the people and communities of Blair County, Pennsylvania. Grant proposals should specify in detail how the requested funds would advance the WISE Women of Blair County mission to “empower women and eliminate racism through collaboration, service and education”.

TIME FRAME

<i>Date</i>	<i>Activity Required</i>
2009	
May	Funding Award Notice/News Release/Request for Letter of Intent
June	Letters of Intent Due
June	Committee reviews Letters of Intent
June/July	Acquire Board approval for those eligible to submit full application
July	<ul style="list-style-type: none"> ➤ Committee sends out invitations to complete full application for funding consideration ➤ Notify those who are not selected
July	Grant Training Session
August	Grant Application Due
August – September	Committee Reviews Grant Applications
September	Committee recommendation, Board approval
September	WWBC Board recommendation to CPCF
October	Notification of Grantees & those not selected
2010	
January	<ul style="list-style-type: none"> ➤ Funding of Grantees ➤ Projects Start Date
2011	
February	Grantee Performance Report Due

THE APPLICATION PROCESS

Organizations seeking a grant must first complete a Letter of Intent stating basic information about the organization and brief information regarding the project or program being proposed. Letters of Intent are due June 15, 2009. See Grant Application Schedule for complete listing of activities and due dates.

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The WWBC Grants Committee will review those Letters of Intent for compliance with the mission of the organization, funding criteria and financial reasonableness and will then notify all organizations regarding their eligibility to submit the full Grant Application for grant funds. Those not being invited to submit a Grant Application will also be notified of such status.

Organizations seeking WWBC funds and invited to submit an application must complete and submit the Grant Application form to be eligible for funding. The Grant Application must contain all the information, comply with the guidelines for submission and must be submitted by August 20, 2009.

Once received, the Grants Committee will conduct a thorough review of the Grant Applications. During the review process, the Grants Committee may call or schedule a meeting with representatives of the requesting organization to ask questions and obtain more information.

The Grants Committee will determine the worthiness of each grant request and present its recommendations to the WWBC Board of Directors. A recommendation will then be made to the Central Pennsylvania Community Foundation Board of Directors for final approval.

It is important for the applying organization to check the most recent guidelines and instructions for submission in order to avoid disqualification or delay. Those guidelines, instructions and forms may be accessed on the Central Pennsylvania Community Foundation website - www.centralpacf.org, by calling JoEllen Steinbrunner at 814.515.0095 or emailing to wisewomenofblaircounty@yahoo.com.

FUNDING CRITERIA

WISE Women of Blair County uses these guidelines when determining whether an organization is eligible to apply or should receive support.

1. Grant awards are limited to programs and services offered in Blair County only. If the organization is regional, the proposal must demonstrate how funds will be utilized and earmarked for Blair County only.
2. The WISE Women of Blair County awards grants for projects and programs in the areas of empowerment of women and elimination of racism.
3. Grants are made only to tax exempt charitable organizations under Section 501(c)(3) of the Internal Revenue Code. Documentation of this status is required from all applicants.

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4. In addition to having legal tax-exempt status, the organization must have been operating for a minimum of two years, with or without the nonprofit status.

Please Note: Generally organizations that solicit contributions in excess of \$25,000 or who pay anyone to solicit (including any full or part-time employees) must register with the Pennsylvania Bureau of Charitable Organizations. Therefore, in order to fulfill the obligation to maintain the position as a publicly supported non-profit organization qualified to receive tax-deductible contributions, applicants will be asked to provide their registration number. Additional information can be found at www.dos.state.pa.us/char regarding registration requirements.

5. WISE Women of Blair County gives priority to projects which:
- Clearly advance the WWBC mission,
 - Have potential for long-term impact,
 - Have been planned in light of overall community needs,
 - Do not duplicate existing service, and
 - Will help those who are not being adequately served by existing community resources.

The history of and use made of any prior grants or funds to address the mission will be considered in reviewing new requests.

6. Grants are made for one year, but grant applicants may submit a request for funding each year grants are available.
7. Requests asking for only a portion of the support for a project will receive priority over one which looks to the WWBC Endowment as the sole funding source. WWBC is especially interested in matching grants where each dollar granted will attract money from other sources.
8. Grants are not made to religious organizations for sectarian purposes but are made to support programs serving all persons, regardless of faith or creed.
9. The WWBC will not fund grants to cover travel and/or accommodation expenses.
10. Grant recipients are asked to generate local publicity when the grant is received, making the public aware of the support of WISE Women of Blair County through the Central Pennsylvania Community Foundation.
11. Organizations that receive funding are required to submit a performance report after the completion of the project, restating the purpose of the project, how the funds were used and any outcomes accomplished. View the Performance Report requirements on the website at www.centralpacf.org.