

Network of Enterprising Women Grant Committee Guidelines and Process

Mission:

Network of Enterprising Women's mission statement includes the following goals:

- making a difference in the community through group projects and valuable contributions, and
- enhancing both the community and quality of life in the Greater Richmond area

The Network of Enterprising Women (N.E.W.) is pleased to be able to give back to the community in which we all work and live. We are happy to be able to award grants and donations that support the mission of N.E.W. in the Greater Richmond and surrounding areas.

Objectives:

The Grant Committee's objectives are to

- establish criteria for donations and grants;
- develop procedures for review of requests;
- review-investigate grant requests; and
- make recommendations to the Board for donations and grants based on our review and investigation.

Criteria:

The guidelines for considerations for donation and grant funding include the following:

1. The objectives or mission of the prospective recipient must align with the Network of Enterprising Women's mission.
2. Consideration will be given to organizations that serve women and children.
3. Consideration will be given based on the number of individuals impacted by the funding.
4. Grant requests can not exceed \$1,500
5. The organization must be a 501c3 non-profit organization or sponsored by a 501c3 if their status is pending
6. All requests, including those organizations that have received funding in the past, must submit an application each year

Guidelines and Process:

1. **Time frame.** Applications for consideration of grant funds are due by December 1st of each year. The Grant Committee will review the application, check references and sources etc and make recommendations to the Board by January's Board meeting. The grants will be presented to the recipients at our February monthly luncheon.
2. **Grant Request Application.** The following application must be submitted by December 1st. The application and cover letter should be sent to:

**Grant Committee Chair
Network of Enterprising Women
P.O. Box 8584
Richmond, VA 23226**

**Network of Enterprising Women
Grant Request Application**

I. Applicant information:

Name of organization: _____

Address: _____

Website: _____

Phone number: _____

Contact Name: _____

Contact email address: _____

Contact phone number: _____

II. Narrative Request. (Please address the following requirements in no more than one typewritten page).

- A. Project description: Please describe the purpose and scope of your project.
- B. Objectives: Describe the objectives and what you would like to accomplish with this project as well as who/how many will benefit from this project.
- C. Outcomes: Describe the major outcomes and benefits from this project.
- D. Evaluation: How will the outcomes and benefits be measured? How will you evaluate the impact of the project?
- E. Post award follow-up: Provide a paragraph within 6 months of award on how the funds were used and how effective or beneficial to your project, goal or mission.

III. Budget.

- A. Total amount requested: _____
- B. Other funding sources: Indicate other sources that will contribute to this proposed project. Are these sources committed or planned? Include matching or in-kind contributions.

IV. References: Please provide the latest annual financial report or tax return as well as one reference for the organization.

A. Reference Name: _____

B. Title: _____

C. Contact phone #: _____

V. Signatures:

The Application should be signed and dated by the applicant submitting the grant request. Applications that are not signed will not be considered. Due date: postmarked by December 1st.

Applicant's signature _____ Date _____

Applicant's title _____