



Women's Giving Circle of McKean County

Application and Guidelines

Application Deadline is September 23

The Women's Giving Circle of McKean County is a society of philanthropists who work collectively to address and support issues that are important to women.

- Awards may be considered for new projects, or to enhance well-established programs. Priority will be given to projects that support issues that are important to women and enhance the quality of life for families in McKean County. Awards may also be considered for start-up funds.
- Awards are limited to tax-exempt organizations, including nonprofit organizations in good standing, as defined by the Internal Revenue Service Code Section 501(c)(3), schools, or municipalities.
- Organizations may apply for funding annually. Projects will be funded for one campaign only, unless there are extenuating circumstances.
- Requests must not duplicate the work of other local organizations, and must prioritize sustainability. Projects that work cooperatively to support community efforts will be considered.
- Awards to individuals are not eligible. Capital campaigns or endowment funds are not typically considered for funding.
- Requests for award amounts up to \$2,000 will be considered. Awards of less than the full amount requested may be granted. Matching funds may be required as well as challenge grants for additional funding.
- Grant Applications are available online at www.mckeancountyfoundation.org under the Women's Giving Circle tab, or by request.
- **Please email original PDF application (with fillable fields) to mccf@mckeancountyfoundation.org, along with the narrative and support materials by September 23. A hard copy is also required with original signatures to be postmarked by September 23 to:**

Women's Giving Circle of McKean County
McKean County Community Foundation
P.O. Box 708
Bradford, PA 16701

Applications will be reviewed and recommended to the full membership for consideration based on the following criteria:

Eligible organization
Meets targeted need as indicated
Quality of the Project

Number of individuals receiving direct services
Indirect community impact
Execution plan for management of the project

Selected grant applications will be presented to the full membership at its annual meeting in the fall. Each applicant chosen as a finalist will be asked to provide a short presentation. Presentations will provide an opportunity to bring awareness to the services provided, as a benefit to the applicant and membership. Successful awardees will be encouraged to share success stories and to engage in future promotional public relations. (Depending on the venue, a video presentation may be requested.)

For more information, contact: Tiffany Boschert, Executive Director
McKean County Community Foundation
844-238-2289 mccf@mckeancountyfoundation.org.



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INSTRUCTIONS FOR SUBMITTING A GRANT APPLICATION

- A. Fill out the enclosed GRANT APPLICATION FORM and Summary.**
- B. Narrative should be a maximum of two pages, 12-point font with one inch margins that includes the following information. Please provide your information in this order, using the outline.**

1. Organization Information:

- a. Brief summary of organization's history, mission and goals.

2. Purpose of this Grant:

- a. Describe the program/project, the need(s) it will address and what it will accomplish.
- b. Is it a new or ongoing program/project of the organization?
- c. List the program/project goals, objectives.
- d. Describe the timetable for this program to be completed.
- e. Do other organizations provide services/programs similar to your program? If so, why is it important that your agency also provides this service?

3. Budget Information:

- a. State the exact dollar amount of program/project budget being requested on the Budget Statement.
- b. Describe how you would modify your project with partial funding.
- c. What are the long-term strategies for funding the program/project beyond the grant period?
- d. The project and evaluation submitted to Women's Giving Circle of McKean County must be completed within one year of receiving the grant. Please note that receipts will be required for all grants awarded.

4. Summary:

Provide a brief overview that will be sent to the Women's Giving Circle of McKean County membership in advance describing the project. This should not be more than 200 words long.

The applications recommended to the membership will be based on:

- | | |
|------------------------------------|---|
| • Eligible organization | • Number of individuals receiving direct services |
| • Meets targeted need as indicated | • Indirect community impact |
| • Quality of the project | • Execution plan for management of the project |

Please be sure to address these issues in your narrative.

Recommended grant applications will be presented to the full members of WGC at its annual meeting in the fall. Since the venue this year being planned for a in person event, we are asking for a representative prepare a brief presentation. This will be your opportunity to promote the project to the membership for their vote.

In addition, successful awardees will be encouraged to document their success stories, for future promotional public relations.



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This grant application form is available on our website as an online fillable PDF form. Please complete and submit it via email along with the requested support items as outlined in *Instructions for Submitting a Grant Application*. In addition, a hard copy of the signed application form, along with any support materials that have not been emailed, must be mailed or delivered to our office. Grants will not be considered until all material has been received. For questions or clarification, please contact our office.

Application Date Legal Name of Organization Date of Incorporation

Is your organization tax-exempt under Section 501 (c) (3) of the Internal Revenue Code? Y N

Is your organization a school? Y N is your organization a municipality? Y N

Last Name First Name MI

Mailing Address

City State Zip Code

Phone Fax E-mail

Project Duration:

Total Cost of Project:

Amount requested from Women's Giving Circle of McKean County:

Note: A maximum request amount is \$2000

Grant Summary – provide a brief answer to the following questions on this form and use the narratives for more details Additional explanation and information should be included in Grant Proposal Narrative outline found on page two of this application form.

Brief Project Description

Who and how many will benefit county wide/municipality?

Why is this project valuable/necessary?

Submit via email the on-line fillable PDF form, along with your narrative. Also, mail to our office a hard copy of the signed application, along with any other support materials that cannot be emailed.

Please include the attachments:

- ◆ One copy of the Grant Application Form and abstract/narrative as describe on page four of the application.
- ◆ One copy of the current IRS determination
- ◆ One copy of the proposed program/project budget (page 5)
- ◆ One copy of operating budget for the current and next fiscal year, including income statement and balance sheet (Need to send only a summary if possible)
- ◆ Name and addresses of your Board of Directors and administrative staff
- ◆ Flash drive or emailed video presentation

The Undersigned hereby certify that all information contained in and submitted with this proposal is correct and that this proposal is submitted with the approval of the Board of Directors. This Organization will execute the Grant Agreement if a grant is awarded to us.

Signature of Board Chairperson /Project Director

Date

Signature of Agency CEO

Date



*Women Giving Circle of
McKean County*
Project Budget Statement

List all income for this project including in-kind gifts

Source	Amount (numbers only!)

Total

Expenses	Amount

Total