



Altrusa International Foundation, Inc.
PROJECT
Grant Application Instruction Guidelines

The Project Grant Applications must be postmarked by the due date to:

**Altrusa International Foundation, Inc.
 One North LaSalle Street, Suite 1955
 Chicago, IL 60602**

<i>Funding Cycle</i>	<i>Applications Due</i>	<i>Funding Decisions</i>	<i>Grants Awarded</i>	<i>Follow Up Reports Due</i>
Cycle 1	September 15	October 31	November 30	May 31
Cycle 2	March 15	April 30	May 15	November 30

Questions about grant applications may be directed to Shawna Kaiser, Foundation Administrator. **You will receive an email confirmation, to the member listed on your application, upon receipt at the International Foundation office.**

Phone: (312) 427-4410 Fax: (312) 789-4416 shawna@altrusa.org or www.foundation.altrusa.org

Terms of the Grant Applicants may request between \$250.00 and \$4,000.00. The number of grants funded and the amount of each grant is dependent upon the available funding and the number and quality of applications. The Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications.

The grant recipient is obligated to use the grant award for the intended purpose and must file a report six months after the grant is awarded. A Grant Follow-up form is included with the award letter when the grant money is forwarded to the Club. Grant Follow-Up forms are also available on the website or from the Altrusa International Foundation Office in Chicago.

If the grant is not used for the intended purpose, the recipient must return the grant funds in full to the foundation. If the money is returned as requested, the Altrusa Club is eligible to submit another proposal at a future date.

Altrusa Clubs may apply for one service grant per cycle in the fiscal year and all applicants must agree to the terms of the grant. If an application is not awarded Foundation funds, the Club may reapply in the next cycle.

Cover Page Type in complete answers to all of the requested items on the cover page. The club president signature is required on the completed cover page.

In addition to the cover page, applicants **may use up to three pages to answer the 10 application questions.** *Note: Information and printed materials which help to further explain the proposal may be attached. Attachments are not counted in to the three-page application maximum.*

- Abstract** (5 points) In 100 words or less, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results.

2. **Eligibility Requirements** (5 points) All project grants must involve
 - hands-on service by Altrusans,
 - literacy related projects that improve participants' literacy skills, for example, support for the local literacy council, purchase books for a local library or school, involve tutoring of individuals; **or** benefit at least one of the following groups: abused and battered women, aged, homeless, handicapped, under privileged children, underprivileged children requiring medical attention or community members who are disadvantaged.
3. **Need** (10 points) The reviewers are looking for projects that meet your community's needs, how many participants will be served by the project and how the Altrusans learned about the need and how they decided to support the project.
4. **Project Description** (25 points) Describe the project in detail, including (a) target population, (b) objectives, (c) methods of implementation, and (d) expected benefits and results.
 - *If the project was previously funded by the Altrusa International Foundation, explain the growth of the project since that time, i.e., its reach in the community, new source of funding, new volunteers.*
 - *The project **must not** involve direct funding of another entity's project, e.g., the project grant would not give money to the building fund for a library, but it would cover Altrusans going into the library and refurbishing a room themselves.*
5. **Altrusan Involvement** (10 points) Specify the percent and number of Altrusa members who will be personally involved in the project and describe that types of activities that the Altrusans are expected to accomplish. The foundation aims to fund projects that directly involve community service provided by Altrusans.
6. **Timeline** (10 points) Specify the project timeline of activities. The grant activities must take place in the six-month grant award period, i.e., Cycle 1 grants: November 30-May 31; Cycle 2 grants: May 15-November 30.
7. **Evaluation** (10 points) Describe the planned project evaluation process including how the evaluation will be implemented and how the anticipated effects of the project are expected to impact the target audience and the community. A good evaluation should provide evidence of how the funded project has met its objectives. Examples of evaluation strategies could be a pre- and post-survey of the people who are being served by the project, records of the number of people served, or interviews of the people who have been served.
8. **Sustainability** (5 points) Explain how the Altrusa Club plans to sustain the project after the grant period ends. Describe how the Altrusans plan to continue to fund the service project or provide hands on service at the end of the six-month grant period.
9. **Publicity** (5 points) Define the planned local and regional publicity efforts. Describe the ways in which the Altrusa Club plans to tell the story of the project using local newspapers, the club web site, social media, presentations at club meetings or other corporate or non-profit organizations or formal published reports.
10. **Budget** (15 points) **Use the budget template that is provided** in the application to prepare a proposed budget that includes both project income and project expenses, followed by a brief budget narrative to explain how project costs were estimated.

SAMPLE --- Proposed Budget to Altrusa International Foundation, Inc.

Name of Altrusa Club:	Altrusa of Central City, Michigan, USA	
District Number:	Five	
Project Name:	Homework Help Center	
Project Year:	2017	
<i>Item</i>		<i>Amount</i>
Project Income		
Altrusa International Foundation grant request in this proposal		\$ 2,000
Local Altrusa Club contribution to the project		\$ 2,000
Other contributors (please list)		
Book Foundation		\$ 500
Hunger Task Force		\$ 500
	Total revenue	\$ 5,000
Project Expenses		
Supplies		\$ 1,000
Equipment		\$ 1,200
Food		\$ 500
Clothing		\$
Educational materials		\$ 2,000
Communications		\$ 200
Postage/Delivery		\$
Other (please itemize)		\$
		\$
		\$
		\$
		\$
	Total expenses	\$ 5,000

SAMPLE -- Budget Narrative/Justification

Income:

\$2,000 Altrusa International Foundation Grant Request

\$2,000 Local Altrusa Club Fund Raiser (\$1,750)

Altrusa member donations of school supplies and books (\$250)

\$ 500 Other contributor: Grant from Books Foundation

\$ 500 Other contributor: Hunger Task Force funds from the United Way of Central City

\$5,000 Total Project Income

Project Expenses:

\$1,000 Supplies: School supplies, includes paper, notebooks, folders, markers, pens, pencils, poster board, printer ink for student use

\$1,200 Equipment: Two electronic white boards for tutors to use with students

\$ 500 Food: Afterschool healthy snacks for students

\$ 2,000 Educational materials: Ace Resources Guides, computer software for on-line applications, book awards for students and tutors

\$ 200 Communications: Flyers to distribute to local schools about the Homework Help Center

\$ 5,000 Total Project Expenses



Altrusa International Foundation, Inc.

PROJECT Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) MUST be typed and included in the request. You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Submitted by Altrusa International of _____, Inc.

District Number: _____

Club Contact Person: _____ Title: _____

Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Daytime Telephone: () _____ Evening Telephone: () _____

E-mail Address: _____

Name of Project: _____

Amount requested (not to exceed \$4,000): \$ _____

Altrusa Clubs may apply for one service grant per cycle.

Date your Club last received a grant: _____ Amount of grant: \$ _____

Terms of the Grant

The Altrusa Club receiving this grant is obligated to use the money for the intended purpose.

If the grant funds are not used for the intended purpose, the recipient Club must return the grant money in full to the International Foundation. If the money is returned as requested, the Club is eligible to submit another proposal at a future date.

If the Altrusa Club is awarded a grant, a Grant Follow-Up Report must be filed with the Altrusa International Foundation, Inc., six months after the grant is awarded.

Signature of Sponsoring Club President

Date

Submit completed application to: Altrusa International Foundation, Inc. One North LaSalle Street, Suite 1955, Chicago, IL 60602 Phone: 312-427-4410; Fax: 312-789-4416

Altrusa International Foundation, Inc.

Project Grant Application Questions – *Please attach your responses.*

1. **Abstract** (5 points) In 100 words or less, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results.
2. **Eligibility Requirements** (5 points) Indicate **all** of the **criteria** that the proposed project is expected to meet.
 - involves Altrusa Club members in hands-on participation
 - is literacy based and improves participants' literacy skills
 - benefits abused and battered women
 - benefits the aged
 - benefits the homeless
 - benefits the handicapped
 - benefits underprivileged children
 - benefits underprivileged children requiring medical attention
 - benefits community members who are disadvantaged
3. **Need** (10 points) Describe the community's need for and how many participants will be served by the project and how the members of the Altrusa Club made the decision to support the project.
4. **Project Description** (25 points) Describe the project in detail, including (a) target population, (b) objectives, (c) methods of implementation, and (d) expected benefits and results. *If the project was previously funded by the Altrusa International Foundation, explain the growth of the project since that time, such as its reach in the community, new source of funding, new volunteers, etc. Note: The project **must not** involve direct funding of another entity's project.*
5. **Altrusan Involvement** (10 points) Specify the number and percent of Altrusa members who will be personally involved in the project and describe the types of activities that the Altrusans are expected to accomplish.
6. **Timeline** (10 points) Specify the project timeline of activities that must take place within the six-month grant period, i.e., Fall: November 30-May 31; Spring: May 15-November 30.
7. **Evaluation** (10 points) Describe the planned project evaluation process including how the evaluation will be implemented and how the anticipated effects of the project are expected to impact the target audience and the community.
8. **Sustainability** (5 points) Explain how the Altrusa Club plans to sustain the project after the grant period ends.
9. **Publicity** (5 points) Define the planned local and regional publicity efforts.
10. **Budget** (15 points) Using the budget template below, submit a proposal budget and budget narrative/justification. See *Grant Application Instruction Guidelines* for a sample.

Proposed Budget to Altrusa International Foundation, Inc.

You may type directly on this budget if needed and submit with application.

Name of Altrusa Club:	
District Number:	
Project Name:	
Project Year:	
<i>Item</i>	<i>Amount</i>
Project Income	
Altrusa International Foundation grant request in this proposal	\$
Local Altrusa Club contribution to the project	\$
Other contributors (please list)	\$
	\$
	\$
	\$
Total revenue	\$
Project Expenses	
Supplies	\$
Equipment	\$
Food	\$
Clothing	\$
Educational materials	\$
Communications	\$
Postage/Delivery	\$
Other (please itemize)	\$
	\$
	\$
	\$
Total expenses	\$

Budget Narrative/Justification Explain how project costs were estimated. Justify the need for the costs.

Attachments Information and printed materials which help to further explain the proposal may be attached.