

**IMPORTANT DATES**

* **Jan. 14, 2014 – Applications Due**
* **Late Feb., 2014 – Final Notification**
* **March 11, 2014 – Women’s Fund Luncheon / Award Presentations**
* **December 31, 2014 – Final Reports Due**

**The Women’s Fund Grant Cycle Guidelines – 2014**

The Women’s Fund Advisory Committee of the Community Foundation announces its 2014 grant cycle. The Women’s Fund’s mission is to make a positive difference in the lives of women in Tompkins County. The Women’s Fund has reached its goal of building a $200,000 endowment that will assist women in Tompkins County ***forever***. Income from this endowment is granted annually to organizations in our community. In this grant cycle, approximately **$15,000** is available for grants to meet the objectives highlighted below.

**Women’s Fund Grantmaking Objectives:**

* To support organizations and projects that promote educational, economic, social and political equality for women
* To enable women to achieve economic self-sufficiency
* To insure women have necessary healthcare resources

**Grantmaking Guidelines:**

1. Grant applications need to strategically address needs in at least one of the above identified areas.
2. Programs must serve women residing in Tompkins County.
3. The grant award must be used by 12/31/14.
4. Grants will range from $500 - $2,500.
5. One representative from the program must attend the Annual Women’s Fund Luncheon in March, 2014 to accept the award.
6. Grant recipients are required to complete a final (program & fiscal) report by December 31, 2014.
7. Grantees must be a not-for-profit [501(c)(3)] organization, located in Tompkins County whose primary purpose is providing services to residents of Tompkins County.
8. Previous funding does not guarantee continued funding, however, grants may be given in consecutive years.

**Application Procedures**

1. A complete application must be submitted electronically to [info@cftompkins.org](mailto:info@cftompkins.org) by 5 pm on January 14th, 2014. Applications can be found at <http://www.cftompkins.org/granting/grant-opportunities/>
2. The signature sheet is required for an application to be considered complete.
3. Applications meeting the requirements will be reviewed by the Women’s Fund Community Education, Outreach and Grants Committee with final approval by the Board of Directors.
4. Please direct questions about completing your application to Janet Cotraccia at [jcotraccia@CFTompkins.org](mailto:jcotraccia@CFTompkins.org) or (607) 272-9333.

**TIPS for completing your grant proposal**

* Confirm that your application falls within ALL the grantmaking guidelines as outlined above.
* Complete the application as if the reader is unfamiliar with your organization.
* Have someone else read the final draft. Does this proposal appropriately communicate all the necessary information to the reader?
* Please contact the Community Foundation with questions about completing your application prior to the due date.
* Don’t wait until the due date to complete the application as questions may arise and you want to have plenty of time for correspondence.

**Tips for Budget Section**

* Include a complete budget with expenses and revenues for the project. Explain items in a narrative remembering that the reader may be new to your organization’s budgeting practices.
* Check the math. Confusing budgets with incorrect math slows down the review process.
* Contact the Community Foundation if you are in need of a sample budget format.

**The Review Team will be focusing on the following:**

* Application is complete and all “Grantmaking Guidelines” are met
* Sources of support for this project are clearly identified
* Clear statement of issue or need that project addresses
* Proposed project will substantially/effectively meet the objectives of the grant
* Desirable outcomes are identified and reasonable
* Organization is well suited to carry out this project effectively
* Budget is complete and reasonable
* Overall impact of the idea