



Altrusa International Foundation, Inc.
PROJECT
Grant Application Instruction Guidelines

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

**Email: foundation@altrusa.org or | Altrusa International Foundation, Inc.
 c/o Shawna Kaiser, Foundation Administrator
 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*	November 30*
Cycle 2	March 15	April 30	May 15*	May 15*

**Grant Follow-Up Reports are due to the Altrusa International Foundation, Inc. office one year after the awarded grant is received.*

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 one year 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 one-year grant award period, i.e., Cycle 1 grants: November 30-November 30; Cycle 2 grants: May 15-May 15 *the following year.*
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 one year 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:	2019	
	<i>Item</i>	<i>Amount</i>
Project Income		
	Altrusa International Foundation grant request in this proposal	\$ 4,000
	Local Altrusa Club contribution to the project	\$ 2,000
	Other contributors (please list)	
	Book Foundation	\$ 500
	Hunger Task Force	\$ 500
	Total revenue	\$ 7,000
Project Expenses		
	Supplies	\$ 2,000
	Equipment	\$ 1,400
	Food	\$ 1,000
	Clothing	\$
	Educational materials	\$ 2,000
	Communications	\$ 600
	Postage/Delivery	\$
	Other (please itemize)	\$
		\$
		\$
		\$
	Total expenses	\$ 7,000

SAMPLE -- Budget Narrative/Justification

Income:

\$4,000 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

\$7,000 Total Project Income

Project Expenses:

\$2,000 Supplies: School supplies, includes paper, notebooks, folders, markers, pens, pencils, poster board, printer ink for student use

\$1,400 Equipment: Two electronic white boards for tutors to use with students

\$1,000 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

\$ 600 Communications: Flyers to distribute to local schools about the Homework Help Center

\$ 7,000 Total Project Expenses