



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 _____

*Sponsoring the ASTRA Club of _____

District Number: _____

Charter Date: _____

****Request for one-time grant (up to) \$2,000 for clubs chartered September 1, 2019 or later. Applications must be received within one year of club's charter date.**

Altrusa Club Contact Person: _____ Title: _____

Address: _____

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

Telephone: () _____

E-mail Address: _____

Name of Project: _____

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

Date your Club or District last received a grant: _____

IF yes, what is the amount of grant received? \$ _____

Number of participating club members: _____

Terms of the Grant:

The Altrusa Club, ASTRA Club or District 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 or District must return the grant money in full to the International Foundation. If the money is returned as requested, the Club or District is eligible to submit another proposal at a future date. If the Altrusa Club, ASTRA Club or District is awarded a grant, a Grant Follow-up Report must be filed with the Altrusa International Foundation, Inc., within one year after the grant is awarded.

Has the project ever received funding from the Altrusa International Foundation, Inc.?
Yes Date: _____
Name of Project _____
Amount Received _____
No, this is the first Time. _____

Signature of Sponsoring Club President or District Governor

Date

Submit completed application to: **Shawna Kaiser, Foundation Director** | Altrusa International Foundation, Inc. foundation@altrusa.org | 1 North LaSalle Street, Suite 1955, Chicago, IL 60602 | Phone: 312-427-4410

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 (based on eligibility requirements –), (b) measurable objectives (measurable objectives are goals that can be measured with a number {for example: costs, outcomes, sustainability, performance, etc.}), (c) community need for the project, (d) method of implementation and (e) expected benefits and results.

2. **Eligibility Requirements** (5 points) Indicate **all** (with an X) 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
 - benefits active military and/or Veterans
 - benefits community members affected by the COVID-19 pandemic

3. **Need** (10 points) Describe the community's need for and how many participants will be served by the project and include statistical data showing this need (**3 points**) (for example: Overall, January's 2019 Orange County Point in Time count documented 6,860 homeless people (LA Times 1/29/2020)). Explain in detail the process by which the members of the Altrusa Club, ASTRA Club or District made the decision to support the project. (**3 points**) Provide the number of Altrusa members participating in the project (shopping, planning, fundraising, etc. (**2 points**) Make sure that the total number of club members has been entered on the front page of the application.

4. **(A) New Project - Project Description** (35 points) Describe the project in detail, including (a) target population (**6 points**) (based on eligibility requirements), (b) measurable objectives (**6 points**), (c) method of implementation (**7 points**) (include planning meetings, preparation work, publicity, actual event (steps involved), post work, evaluation, lessons learned), (d) Expected benefits and results (**6 points**) (e) Timeline (**10 points**) based on method of implementation specify in detail (month by month) the project timeline of activities that must take place within the one-year grant period, i.e., cycle 1: October 30 – November 30 of the following year; cycle 2: May 15-May 15 the following year. The details should include but are not limited to : project events, pre-project events, publicity, club member participation events and/or preparation, fundraising for project, meetings, post project events, evaluation and lessons learned, etc. (See example of timeline at end of application).

(B) Recurrence Project - Project Description (35 points) Describe the project in detail, including (a) target population (**5 points**) (based on eligibility requirements), (b) measurable objectives (**5 points**), (c) method of implementation (**5 points**) (include planning meetings, preparation work, publicity, actual event (steps involved), post work, evaluation, lessons learned), (d) Expected benefits and results (**5 points**) (e) Explain update – clarify updates, growth or changes made to the project and/or club member jobs. Attach a copy of the followup report submitted the last time this project was funded (**5 points**), (f) Timeline (**10 points**) based on method of implementation specify in detail (month by month) the project timeline of activities that must take place within the one-year grant period, i.e., cycle 1: October 30 – November 30 of the following year; cycle 2: May 15-May 15 the following year. The details should include but are not limited to : project events, pre-project events, publicity, club member participation events and/or preparation, fundraising for project, meetings, post project events, evaluation and lessons learned, etc. (See example of timeline at end of application).

5. **Altrusan Involvement** (**10 points**) Specify the number and percent of Altrusa (or ASTRA) members who will be personally involved in the project (**3 points**) and describe the types of activities that the members are expected to

accomplish (7 points). The activities may include preparation meetings, pre project events, event, post event projects or meetings, evaluation, donations, grant writing, publicity or fundraising. **If there is limited or no participation please explain in detail why (7 points).** (For example: Zoom meetings, fundraising cancelled due to COVID-19, etc.

- 6. **Evaluation (10 points)** Describe the planned project evaluation process (based on the objectives) including how the evaluation will be implemented (4 points) and how the anticipated effects of the project are expected to impact the target audience and the community (4 points). Described any lessons learned during the project implementation (2 points).

- 7. **Sustainability (5 points)** Explain how the Altrusa Club, ASTRA Club or District plans to sustain the project after the grant period ends. Please include details on fundraising, club member participation, community involvement and any other relevant information. If there are no plans for sustainability, please explain why the Altrusa Club, ASTRA Club or District does not plan to continue supporting the project.

- 8. **Publicity (5 points)** Define the planned local, regional publicity and social media efforts. Mark with an X and explain how it will used.

	Social Media	How you plan to use it
	Facebook	
	Twitter	
	Snapchat	
	Instagram	
	Youtube	
	Zoom	
	Club Website	

Explain the use of any newspapers, invitation to dignitaries, etc.

- 9. **Budget (15 points)** Using the budget template below, submit a proposal budget and budget narrative/justification. Explain how project costs were estimated. Justify the need for the costs. (Template on next page may be utilized).

Proposed Budget to Altrusa International Foundation, Inc.

You may type directly on this budget if needed and submit with application but do not forget to explain how costs were estimated and why they are needed. Also indicate if the club is not making a monetary donation then if there are inkind donations made.

Name of Club, ASTRA Club or District	
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	\$
	\$
	\$
	\$
Total Expenses	\$

Breakdown of How Altrusa International Foundation monies will be spent	
	\$
	\$
	\$
	\$
	\$
Total Foundation Grant	\$

Budget Narrative - On a separate sheet, explain how the 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.