



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 \$2,000): \$ _____

Altrusa Clubs are limited to one (1) grant per fiscal year (June through May).

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.