

# Writing a **Project** Grant Application for the Altrusa International Foundation, Inc.

Is your Club considering applying for a grant from the Altrusa International Foundation Inc.? Do you need a little help in making sure your project meets the eligibility requirements for a Foundation grant? Having trouble getting started writing your grant application? If the answer to any of these questions is “yes,” please read on for some tips that might help you.

## **Project Grant Guidelines**

Make sure your project is one that meets the eligibility requirements. The guidelines state that the Foundation will only fund “**community service projects that involve Club membership participation.**” Make sure your application clearly outlines what involvement your Club members will have in the project. Foundation grants are **not** meant to fund projects of other groups or organizations. The Foundation expects your Club to provide “hands on” help. For example, it would not cover giving money to the building fund for a library, but would cover Altrusans going into a library and refurbishing a room themselves.

## **Project Grant Meets Eligibility Criteria**

Make sure your project meets the eligibility criteria for an International Foundation Project Grant:

1. A community service project that is literacy related, such as support of a local literacy council, the purchase of books for a local library, tutoring of individuals, **or**
2. A project that directly benefits abused and battered women, the aged, the homeless, the handicapped, underprivileged children, those requiring medical attention and others in the community who are disadvantaged.

## **Project Grant Meets Evaluation Criteria**

Make sure all areas in the “Project Evaluation Criteria” are covered in your proposal. The reviewers look specifically for each area that is described in the instructions to make sure the Club has included that information. For example, the proposal needs to state how or why the Club decided to do the project, how did Club members learn about the need and how did the Club choose the specific project? A grant application should not be overly lengthy, but each of the nine items listed on the project checklist need to be explored in the proposal. An abstract of the proposal should be included on the first page of the application; then attach your project description with all of the required information. Ask a non-Club member to review your application to make sure it conforms to the Foundation grant guidelines and criteria.

## **Project Grant Evaluation Criteria**

Checklist for **PROJECT** Grant Application. All items **MUST** be included in the request.

1. Describe the community's need for the project and how the Club made the decision to support the project (5 points)
2. Clearly define the Project (include target population, objectives, expected benefits, methods or implementation and expected results) (30 points)

**Note:** *Project must not involve direct funding of another entity's project or a project previously funded by the Altrusa International Foundation, Inc.*

3. Clearly define the designated budget (15 points)
  - A. Use of Altrusa funding (5)
  - B. Source of other necessary funds (5)
  - C. How other funds will be raised (5)

4. Clearly define the personal involvement of Altrusa members (5 points)
5. Clearly define the timeline (10 points)
  - A. Project activities (5)
  - B. Plans for project support after grant ends (5)
6. Clearly define the evaluation process (10 points)
7. Clearly define the plan for feedback to the International Foundation by the local Club through the Follow-up report, submitted six months after the grant is awarded (10 points)
  - A. Financial Report (5)
  - B. Grant's anticipated impact on the community (5)
8. Clearly define the planned local and regional publicity (10 points)
9. Application request is typed (5 points)

**General**

Make sure your application reaches the Altrusa International Foundation, Inc. office by the specified due date. Applications for those grants awarded in November must be received no later than **September 15<sup>th</sup>**. For the grants awarded in May, applications must be received no later than **March 15<sup>th</sup>**. **A Club may only receive funds from the Foundation once a year.**

The maximum Altrusa International Foundation maximum grant amount is \$2,000. 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 money for the intended purpose and must file a report six (6) months after the Grant is awarded. If the Grant is not used for its intended purpose, the recipient must return the grant money 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. 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 your proposal is not awarded funds from the Foundation, you may re-apply for the next grant cycle. If your Club wishes to resubmit a project, review the eligibility and evaluation criteria from the Foundation carefully and, perhaps, include additional information to clarify the project.

**Grant Application Schedule**

Grant applications are accepted twice during the Altrusa International Foundation fiscal year and processed according to the following schedule.

<b>Grant Application Due Date to the Altrusa International Foundation Office</b>	<b>Funding Decision</b>	<b>Grants Awarded</b>
September 15 <sup>th</sup>	October 31 <sup>st</sup>	November 30 <sup>th</sup>
March 15 <sup>th</sup>	April 30 <sup>th</sup>	May 15 <sup>th</sup>

**Mail Grant Application to:**

Altrusa International Foundation, Inc.  
 332 South Michigan Avenue, Suite 1123  
 Chicago, Illinois 60604 U.S.A.  
 Telephone: 312-427-4410; Fax: 312-427-8521  
 E-mail: [Foundation@altrusa.com](mailto:Foundation@altrusa.com)

# Altrusa International Foundation, Inc.

## Sample Project Grant Application

**Abstract: (less than 100 words to go on cover sheet)**

Altrusa International, Inc. of (Anytown) developed a project to foster the love of reading in pre-school children in early childhood development programs, such as “Head Start.” Many of these children do not have books in their homes nor adults who read to them. Club members will go to the schools and read to the children each week. At the end of the year, a “Reading Celebration” will be held where each child is awarded two books of their own to take home with them.

**Supporting documentation for the grant application to the Altrusa International Foundation, Inc. from Altrusa International, Inc. of (Anytown). Application is typed.**

### **Project Development**

At a program meeting of Altrusa International, Inc. of **(Anytown)**, a guest speaker from the school district told the Club members about the needs of area children in developmental programs, such as pre-school classes. The speaker explained that there were two early childhood programs in the vicinity with a large number of children from low income families who could benefit from community involvement. Club members recognized that the reading skills would be greatly improved if children developed a love of books and reading that started early in life through being read to. Club members decided to develop a Club project that would combine reading to these young children as well as giving them their own special book to share with their families.

### **Objectives**

The target population of this project would be pre-school children in the two early developmental programs identified by the school district in **(Anytown)** as ones that would most benefit from this program. The three objectives of the program would be to: 1) foster a love of books and reading in these children, 2) to increase family literacy by providing the children with books for their parents to read to them, and 3) to increase reading skills in the children later in life by encouraging them to re-read the books themselves once they learn to read.

### **Budget**

Altrusa International, Inc. of **(Anytown)** would like to request \$400 for the purchase of 100 children’s books from Books Galore, Inc. These books are an average of \$4 each. Other sources of funding include a Club fundraiser in which the Club hopes to raise \$400 to purchase additional books as needed, and to fund the end of the year “Reading Celebration.” The Club will also solicit donations of children’s books in the community.

### **Club Involvement and Timeline**

One hundred percent of the Club members will be involved in this project, either as a reader, or helping to distribute the books at the “Reading Celebration.” The program will begin in October and continue each week until the end of the school year. At the end of the year, Club members will hold a special event called the “Reading Celebration” to distribute books to the children. The books purchased for the children will be the same ones they have had read to them throughout the year so they will be familiar with the stories, and hopefully, consider them as loved stories.

### **Evaluation and Feedback**

This project will be evaluated at a Club meeting two months after the initiation of the project and again at the end of the school year. At each evaluation step, recommendations will be made for project improvement, possible expansion of the project, or to eliminate the project the following year if it is found to not meet the objectives set by the Club.

The International Foundation, Inc. Grant follow-up report will be filed in a timely fashion. This report will include a financial report and evaluation of community impact by a survey of the teachers involved in the project.

**Publicity**

A letter will be prepared to be given to the parents of the young students explaining the project. After the first formal evaluation meeting, a publicity plan will be carried out including press releases to the media as well as possible posters in the learning centers. Local officials as well as the media will be invited to the “Reading Celebration” and book distribution at the end of the year, along with parents and school district officials.