

Northwest Minnesota Women's Fund

Grant Application Guidelines

The Northwest Minnesota Women's Fund invites grant applications in support of women and girls in northwest Minnesota.

The Northwest Minnesota Women's Fund develops resources and serves as a catalyst for improving the quality of life for women and girls. They envision a region where women and girls reach their full potential, and working toward that end through grants, scholarships, education, and recognition programs.

The Northwest Minnesota Women's Fund is a tax exempt charitable component fund of the Northwest Minnesota Foundation, committed to improving the quality of life for women and girls in Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnomon, Marshall, Norman, Pennington, Polk, Red Lake, and Roseau counties.

Women's Fund grant applications are due March 1. Mail or deliver one copy to the Northwest Minnesota Foundation office at 201 3rd St. NW, Bemidji MN 56601. Call 1-800-659-7859 for instructions about electronic submission. **Grants will be awarded by May 1.**

The Women's Fund will consider grant applications for up to \$2,500. To qualify for consideration, applications must support the mission and vision of the Women's Fund. Priority will be given to applications that support the Women's Fund goals:

1. Supporting entrepreneurial opportunities for women
2. Supporting programs that lead to a safer environment for women and girls
3. Building networks of women in leadership positions throughout the region
4. Encouraging and equipping women and girls to achieve their full potential

Grant funds can be used for speakers, educational materials, program delivery expenses, research projects, and for professional development. Grant funds are not available for scholarships (higher education), general operations, capital purchases, nor for business start-up or operations.

Criteria for selection:

- Relationship of the project to Women's fund mission and goals (as stated above)
- Evidence of grassroots support involving women
- Identified purpose and need for project
- Clear goals and action steps for completing the project
- Description of working relationship(s) with other partner(s) and/or funding sources
- Potential long-term impact of the project
- Evidence of an evaluation plan (i.e. participant evaluations or surveys)

A complete application includes the following:

1. Application cover sheet
2. Project narrative (up to 2 pages) which addresses the selection criteria (above)
3. Budget form
4. Support letter from someone familiar with the project other than the applicant
5. Information about your organization and/or project (flyers, brochures, etc)
6. If organization does not have 501c3 status, must secure and state fiscal host.

Northwest Minnesota Women's Fund
Grant Application Cover Sheet

ORGANIZATION INFORMATION

Applicant Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person/Title: _____

Telephone Number: _____ Email Address: _____

IRS tax exempt status (check one): Public, 501(c)(3), Other... _____

FINANCIAL INFORMATION

Total project cost: \$ _____ Amount requested from the Women's Fund: \$ _____

PROJECT INFORMATION

Project Title: _____

Project Duration: *Beginning Date:* _____ *Ending Date:* _____

Brief Summary of Project: _____

Attach a two-page project narrative describing:

- the applicant organization, and partners if there are any
- the geographic area to be served and the people who will benefit from the project
- the purpose and need for the project
- how the project will be completed, who will do the work
- how the project supports the Women's Fund mission and goals
- how the project will be evaluated

SIGNATURE

Signature

Date

For NMF Office Use Only

Application # _____

Serial # _____

Date Received _____

Northwest Minnesota Women's Fund
Grant Project Narrative

PROJECT TITLE: _____

APPLICANT ORGANIZATION AND PARTNERS

Describe the applicant organization and partners (if any)...

TARGET AUDIENCE

Describe the geographic area to be served and the people who will benefit from the project...

PURPOSE OF PROJECT

Describe the purpose and need for the project and how it supports the Women's Fund mission and goals...

WORK PLAN

Describe how the project will be completed, who will do the work, and other details...

EVALUATION

Describe when and how the project will be evaluated...

Northwest Minnesota Women's Fund

Grant Project Budget

Office use only: Applicant _____ Applicant # _____
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	WF Grant	Cash	In-Kind	TOTAL
Expenditure				

<i>I. Personnel</i>				
A. Salaries & Wages				
B. Fringe Benefits				
C. Consultants & Contract Services				
<i>II. Non- Personnel</i>				
A. Space Costs				
B. Rental, Lease or Equip. Purchase				
C. Consumable Supplies				
D. Travel				
E. Telephone				
F. Other Costs				
Indirect Costs				
Total Costs				