



SOROPTIMIST
Best for Women

Improving the lives of women and girls through programs leading to social and economic empowerment.

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Soroptimist Club Grants for Women and Girls 2016-2017

General Information

Description

Soroptimist funds the Soroptimist Club Grants for Women and Girls to assist clubs in starting up or continuing projects in their communities that improve the lives of women and/or girls. Projects should reflect the following goal of the SIA strategic plan: The entire organization will collectively provide a sustainable impact on the lives of women and girls.

Applicant

Only Soroptimist clubs may apply for these grants. Clubs are only eligible for one grant per year. A club member should complete the proposal. The person writing the proposal should be the contact person, or be working closely with the contact person. The contact person named on the cover sheet should be the club member most involved with and knowledgeable about the project. The contact person should be prepared to follow through with the project during the period grant funds will be used. The club president must also sign the proposal and, with the club treasurer, be responsible for overseeing the project budget for the duration of the grant period.

Project Requirements

In order to receive funding the project must fulfill **all** of the following requirements:

- Include significant hands-on activities by Soroptimist club members
- Benefit women or girls by supporting their social and/or economic empowerment.
- Address a demonstrated need in the community
- Strengthen Soroptimist as a presence in the community and increase opportunities for public awareness
- Have measureable outcomes

Grant Amounts

Grants are awarded in US\$500 increments ranging from US\$500 to US\$10,000. Larger awards will be subject to increased scrutiny and follow-up. Soroptimist clubs submitting a proposal should request a specific amount (in US\$500 increments) and tailor the budget accordingly. Each year, about 30 projects are awarded funding. The number of awards given will be based on requested amounts, number of

eligible projects and available funds. The funding of these grants is dependent on contributions from Soroptimist members and clubs.

Use of Funds

The funds should be used to support a project during the 2016-2017 club year. Partnerships with other Soroptimist clubs, non-profit agencies, service clubs and government programs are encouraged.

Grant funds may be used for the following:

- Operational costs
- Equipment and supplies
- Educational materials
- Micro-loans
- Renovations

Funds may **not** be used for the following:

- Donation to another organization or individual
- Fundraising projects
- Consulting services
- Deficit financing
- Speaker fees
- Stipends or expenses for Soroptimist volunteers

Selection Process

Region program chairs screen proposals. Chairs will score each proposal and recommend grant amounts. Proposals are scored on the extent to which they meet the program requirements. Projects that have received previous Soroptimist club grants are eligible for additional funding; however, they will be expected to demonstrate an increasing level of commitment by the club and the community. This could be demonstrated by an increase in club or community funds to support the project or new partnerships. The SIA president approves all funding recommendations. All decisions are final.

Proposal

Complete instructions for the proposal are included in this packet. The proposal **must** include the **Proposal Cover Sheet, Proposal Narrative and Budget Worksheet.**

Proposals should be submitted in the members' native language. Proposals will be professionally translated by SIA headquarters. If you chose to submit in English, please use a professional translator.

Clubs must attach an eight-part narrative about the proposed project. This section should not exceed nine double-spaced, typed pages.

Incomplete proposals will not be considered.

Application Deadline and Procedures

Proposals are due at SIA headquarters no later than **March 1, 2016**. Email or mail one copy of the proposal. The task force will not evaluate proposals that arrive incomplete or are ineligible.

SIA headquarters will confirm receipt of each submitted proposal. If you do not receive a confirmation after submitting your proposal, please contact the program department at program@soroptimist.org.

Recipients will be notified by June 15, 2016. Non-recipients will be notified in writing by June 30, 2016. Funds will be disbursed between July and August 2016.

For more information on completing a proposal, contact the program department at SIA headquarters at: program@soroptimist.org

Proposal Instructions

General Instructions

Proposals should be typed on plain white paper. Proposals may be emailed or mailed. The cover sheet is part of the proposal and should be returned with typed or legibly printed responses in the spaces provided. Please respect the nine-page limit of the narrative section. Do not submit a cover letter, photographs, videotapes, annual reports or other print materials. Applicants will not be contacted for clarification so make sure the narrative adequately explains the project. Incomplete proposals will not be considered.

Application Deadline

Proposals must arrive at SIA headquarters on or before **March 1, 2016**. Recipients will be notified by June 15, 2016. Funds will be disbursed between July and August 2016.

SECTION ONE: COVER SHEET

This should be the first page of the proposal. The application must be made by the project contact person and signed by the club president. Line by line instructions for the cover sheet are as follows:

Club Name, Number and Region: Fill in the full name of the club or names of clubs applying for the grant. Provide the club number for the club that will serve as the contact.

Contact Person: This should be the person completing the proposal and who will be responsible for following through with the project if funds are awarded.

Phone and E-mail: Fill in the phone and e-mail address information of the contact person.

Project Name: Fill in the name of the project for which grant funds are sought.

Description: In the space provided, briefly describe the project. Do not exceed the space provided.

New or Continuing Project: Check the appropriate box and if it is continuing, please indicate when the project began.

Funding Requested: Grants will be awarded in increments of US\$500, ranging from US\$500 to US\$10,000. Fill in the amount requested. Do not exceed US\$10,000.

Other Sources of Funding: Please report on the amount the club and any other organizations will be contributing to this project.

Statement of Applicant: Read, sign and date the application.

Club President's Signature: The current club president will verify her knowledge of the grant request on behalf of the club by signing her name.

SECTION TWO: PROPOSAL NARRATIVE

The narrative section of the proposal should be typed, double-spaced and no longer than nine pages. Applications that exceed this limit will not be considered. Be concise and use simple language. Bulleted items and charts are encouraged. The narrative section must include Part I through Part VII with the headings provided. **Do not substitute or combine headings.** Be advised of the recommended lengths for each part. Be sure to include the content described under each part.

Before writing the proposal narrative, thoroughly read the [Outcomes-Based Project Evaluation for Clubs](#), available in the program section of the members' area of the SIA website. Successful grant proposals must clearly state the project's goals, objectives and outcome targets. In addition, successful proposals must clearly describe the methods that will be used to measure and evaluate the project's goals and objectives. This online club resource provides examples of how to write goals, objectives and outcome targets and provides helpful information about how to evaluate your project.

Part I: Project Summary (Recommended length: up to one page)

- State the goal(s) of the project. The goal statement(s) should describe what will occur as the result of the project.
- List the objective(s) of the project. The objective statement(s) should begin with a word indicating change, such as increase, decrease, improve, etc., and should state the change that will occur in the lives of participants.

Part II: Needs Assessment (Recommended length: up to one page)

This section should focus on the particular problem or condition in the lives of women or girls that the project will address.

- State the problem.
- Describe the target group.
- Document the problem. Support your statement with evidence drawn from statistics, experts, anecdotal evidence and/or historical information. Present information specific to the project's geographic area.

Part III: Outcomes (Recommended length: up to one page)

This section should discuss the potential impact of the project on the participants and should include outcome targets. There should be at least one outcome target for each objective. We understand that for new projects you may only be able to provide your best educated estimate. Listing outcome targets prior to the implementation of the project will give your club a benchmark to strive toward.

- What outcome target(s) is the project striving to reach? How many women or girls will the project reach? What percentage of project participants will be affected, etc.
- Describe the desired outcome or impact on project participants. To what degree will participants be affected, experience benefits or changes in their lives?

Part IV: Methods (Recommended length: one to three pages)

This section should describe the activities that will address the stated needs and accomplish the desired outcomes. Please be as detailed as possible while staying within the recommended length of one to three pages. Please make sure all items listed on the budget worksheet are described in this section. Items listed in the budget worksheet, but not described here will not be funded.

Part V: Responsibilities (Recommended length: up to one page)

This section should focus on who is responsible for implementing the activities associated with the project.

- Name the person or persons responsible for planning the project.
- Summarize the amount of time the club has already spent on the project. Describe who is responsible for carrying out the activities of the project.
- Describe how Soroptimist members will participate in the project including estimated hours per week or month. Include the number of Soroptimists members working on the project.
- Include the names of any other groups involved and their roles in the project.
- State the person or persons responsible for managing problems that arise.

Part VI: Evaluation (Recommended Length: up to one page)

This section should describe how you will measure and evaluate the success of the project. Conducting an evaluation will allow you to assess how well your project has met its goals and objectives. It will also provide you with valuable information about the impact of the project. It is ok to use the same evaluation method for all outcome targets, just make sure there is at least one evaluation method for each outcome target.

- What evaluation method(s) will you use to measure the success of the project? Often, a pre- and post-survey of participants will be the best way to measure success.
- When will the evaluation be conducted?
- What will you do with the results?

Please note that grant recipients will be asked to provide evaluation results as part of the final impact report submitted to SIA headquarters.

Part VII: Public Relations Strategy (Recommended Length: two paragraphs or one half page)

This section should focus on the strategy for publicizing your project. The purpose of public relations is to create awareness for your project. The strategy must describe efforts to publicize your project to the community via local media and to people unfamiliar with your club's community service efforts. It should also publicize the efforts of Soroptimist to improve the lives of women and girls.

The following are examples of public relations efforts that should be included in your strategy. They should be combined and supplemented in ways that reflect your club, your project and your community.

- Send **pitch letters** and/or **news releases** about your grant, your project and your progress to all local newspapers.
- Announce your project and introduce your club on **radio spots**.
- Arrange **televised interviews** on local television stations to explain the project and introduce the local club.
- Submit **feature articles** to local community newsletters.
- Create **posters** to place in windows of local businesses that support your project.
- Design a **flyer** about your project to put in public places.
- Maintain project updates on social media

Describe specific activities that target the media and/or the community. Do not use this section to discuss how you will advertise your program to the target group to attract participants, or how you will promote the project to other Soroptimists. Focus on public relations activities that will occur during the grant cycle, not on past activities.

Part VIII: Funding Needs (Recommended Length: two paragraphs or one half page)

This section should discuss the funding needs for the project. As SIA has limited grant funds available, it is important to explain the need for grant funding.

- What other funding sources have been pursued?
- Has the club held a fundraiser for the project?
- Will the club or other community organizations be contributing financially to the project? If so, how much?
- What would happen if the club does not receive funding or only receives partial funding?
- If the club should receive a grant for this year, how will the club continue to fund the project in future years?

SECTION THREE: BUDGET WORKSHEET

Please complete the budget worksheet. The budget items must be fully itemized. For example, supplies need to be listed separately with different costs and one subtotal. (For example, supplies should be listed as 5 notebooks @ \$5.00 Cost US \$25.00; 2 reams of paper @ \$3.00 Cost US \$6.00.) Each item on the budget worksheet should be fully described in the proposal narrative. Items that are not described in the narrative will not be funded. The budget should reflect the activity of the club members.

The budget total should match the grant amount requested. Do not itemize funds from other sources on the budget worksheet.

Application Deadline

Proposals must arrive at SIA headquarters on or before **March 1, 2016**.

Recipients will be notified by June 15, 2016.

Funds will be disbursed between July and August 2016.

If you have questions regarding any section of the proposal, contact the program department at SIA headquarters at: program@soroptimist.org

SOROPTIMIST INTERNATIONAL OF THE AMERICAS

Soroptimist Club Grants for Women and Girls 2016-2017

Proposal Cover Sheet

Deadline: March 11, 2016

Club Name(s) _____

Club Number _____ Region _____

Contact Person/Applicant _____ E-mail _____

Phone (home) _____ Phone (work) _____

Project Name _____

Description: In the space below briefly state the project. (One to three sentences only.)

Is this project new or continuing? New Continuing

If it is a continuing project, what year did it begin? _____

Amount of grant requested. (Grants are awarded in US\$500 increments ranging from US \$500 to US \$10,000.) US\$ _____

How much will the Soroptimist club(s) be contributing to the project? US\$ _____

Are there additional funds from other sources? Please list the amounts and sources below:

Statement of Applicant

By typing your name below, you (the applicant) affirm that the information in this application is complete and accurate; agree to provide additional information to the SIA selection committee if requested; and agree to provide an interim or final report on the use of funds as requested by SIA.

Please note that the club president has ultimate responsibility for the project. She must also indicate agreement to the above statement by typing her name below. As this is a writeable form, a typed signature will be accepted.

Applicant _____ Date _____

Club President _____ Signature _____

Send Completed Proposals to:

SIA Headquarters

1709 Spruce Street, Philadelphia, PA 19103, USA

Email: program@soroptimist.org

Budget Worksheet

Each budget item must be fully itemized and each item listed separately. For example:

<u>Description of Item</u>	<u>Number of Item</u>	<u>Cost per Item</u>	<u>Total Costs of Item(s)</u>
Notebooks	10	\$1.25	\$12.50

Please note that each item on the budget worksheet must be fully documented in the proposal narrative. Items not documented in the narrative will not be funded. The total cost of all items listed below should equal the grant amount requested. You may photocopy this form if more space is needed.

<u>Description of Item</u>	<u>Number of Item</u>	<u>Cost per Item</u>	<u>Total Costs of Item(s)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Cost of All Items/Total Amount Requested			_____