



# Women's Giving Circle of Dunn County Grant Process

## Application Process

Applications will be available through the Community Foundation of Dunn County's website [www.cfdunncounty.org](http://www.cfdunncounty.org), by calling 715.232.8019, or by emailing [grants@cfdunncounty.org](mailto:grants@cfdunncounty.org).

Applicants must please submit (5) final hard copies of the grant application narrative and grant project budget (describing how this particular grant will be spent), and (1) hard copy of each of the supporting documents (listed below). Application materials can be hand delivered or mailed to the Women's Giving Circle of Dunn County - Community Foundation of Dunn County, 500 Main St, Suite 322, P.O. Box 498, Menomonie, WI 54751.

Applicants must also submit an electronic, emailed version of the application and supporting documents, which can be sent to [grants@cfdunncounty.org](mailto:grants@cfdunncounty.org). This is to accommodate committee members who prefer to review applications online as well as those who prefer to review them in printed form. Thank you for your help in that effort.

## Supporting Documents:

In addition to the application, we require the following supporting documents:

- Letter or certificate indicating 501(c)(3) and 170(b)(1)(A) tax status from the Internal Revenue Service.
- Most recent CPA Audit Report or Financial Report
- Current year operating budget including revenue and expenses.
- List of current Board of Directors or equivalent governing body members.
- Letters of support are required if another organization or individual is integral to the completion of the project and/or is a fiscal sponsor.

Deadline: The annual grant deadline will vary by year, but will always be in the summer, typically June, with the grants being awarded in Aug/September. Visit [www.cfdunncounty.org](http://www.cfdunncounty.org) for the most current grant deadline date. Any application not received by the posted deadline will be held and considered for the following year.

Decision Process: All grant applications will be reviewed by the members of the grants committee of the WGC. They make a recommendation to the WGC board members, who will hold a final vote. All applicants will be notified of the decision by September, and the funds will be available for use between September and August of the following year. The awards will be announced publicly in October at a Women's Giving Circle fall dinner event.

Follow-up Requirements: We require that recipients include the following statement in all material related to their funded project: *"Support for this project was provided by the Women's Giving Circle of Dunn County, a fund of the Community Foundation of Dunn County."*

Our logo is available upon request and should be used where appropriate. Recipients are also asked to document their program with photographs, which should be submitted along with copies of any press releases, media coverage, or articles in your newsletter. **The final report is due within 30 days of project completion or one year from the award date, whichever comes first.**

The Grant Report Form can be found at [www.cfdunncounty.org](http://www.cfdunncounty.org) or you can request a form by emailing [grants@cfduccounty.org](mailto:grants@cfduccounty.org).

Reapplying for Grants: If an organization receives funding, they will only qualify the following year if the following conditions have been met:

1. The funds granted have been spent as specified in the grant application.
2. The organization has complied with all other conditions of the grant, including submitting the final report and participating in the final review.

## Program Grant Eligibility and Restrictions

### Applicant Criteria:

- Programs whose primary beneficiaries are women of all ages and/or children/families.
- The applicant must have a 501(c)(3) IRS tax exempt designation or be a governmental or educational organization.
- The applicant's proposal must have a geographical focus of Dunn County.
- The applicant's proposal must not discriminate on the basis of race, ethnicity, sexual orientation, or religion. It must demonstrate cultural sensitivity in the implementation of the project.

### The following will not be supported or eligible:

- Capital campaigns
- Deficit reductions
- Organizational endowments
- Travel Grants
- Event tickets/Event sponsorships
- Ongoing operational expenses
- Grants made to individuals
- Political parties/activities/candidates/action committees
- Programs requiring adherence, membership or participation in a religious belief, service or activity

An organization may only submit one grant proposal per grant cycle. All funds must be used within one year from the issuance of funds unless an extension is granted.

## Evaluation Criteria:

The Women's Giving Circle Grant favors programs that:

- Benefit women and children in Dunn County.
- Fulfill the applicant's mission statement.
- Establish measureable goals and use an evaluation process for reviewing and striving towards best practices.
- Demonstrates how positive outcomes of the program will be sustained.
- Ability to give a clear and concise explanation of the program in the grant application.
- Grants that focus on programs promoting the support of all women and their families to live healthy, productive and self-sufficient lives.

Some examples of types of programs funded: housing, addiction, literacy, financial literacy, education, health services, parenting, life skills, workforce development, and violence prevention. These are examples, and not an inclusive list.