

**SIA Northeastern Region
Janet Pfeiler Club Grant 2016
General Information and Proposal Instructions
Deadline: May 1, 2016**

**Funds provided by
Soroptimist International of the Americas Northeastern Region
in honor of Past Governor, Janet Pfeiler for her lifelong commitment to helping women**

GENERAL INFORMATION

Description

This grant will be given to start up or continue a club project that benefits women and girls. Total budget for club grants is \$1,000-\$2,000 dependent on available funds. Proposal should request a specific amount starting at \$500 (in \$100 increments) and the budget tailored accordingly not to exceed \$1,000. The number of grants given will be based on requested amounts and what projects the judges select as finalists. It is estimated that 2-4 clubs may be recipients of grants in the amount of \$500-\$1,000 based on funds budgeted for the club year. A club's "Dream It, Be It" program would likely qualify.

Project Requirements

To receive funding, the proposed project must fulfill **ALL** of the following requirements:

- Benefit women and girls by improving their social/economic status and opportunity or quality of life
- Address demonstrated need in the community
- Demonstrate membership involvement in the project
- Have a project sustainability plan after grant completion

Project Objective - Must match one of the following objectives:

Human Rights---Women will live free from all forms of violence and discrimination

- ❖ Enhance awareness about domestic violence as a problem
- ❖ Decrease domestic violence against women
- ❖ Heighten awareness about trafficking of women and girls

Status of Women and Girls---Women and girls will enjoy enhanced status and will be encouraged to achieve their full potential

- ❖ Improve women's access to funding for income generating ventures
- ❖ Heighten awareness about women's health issues and treatment
- ❖ Increase access for women and girls to health care and information
- ❖ Expand opportunities for positive experiences and activities for girls including building self-esteem, career counseling, leadership development.

Working Women--- Women will work in safe environments with opportunities for advancement and pay equity

- ❖ Expand awareness about workplace issues that prevent women from advancing - including sexual harassment, cultural differences, the glass ceiling, and pay inequity
- ❖ Increase women's access to educational resources and opportunities
- ❖ Increase the number of women in workplace and or elected leadership positions

PROPOSAL COVER SHEET

Club Name(s) _____

Address _____

Applicant/Contact Person

Phone Number (Home) _____ **(Work)** _____ **(Fax)** _____

Email Address _____

Project Name _____

Project Description: Briefly state the purpose of the project (1-3 sentences)

Funding Requested (starting at \$500 in \$100 increments – not more than \$1,000): _____

Budget Summary:

Equipment _____ Other _____

Supplies _____ Other _____

Operational Costs _____ Other _____

Total Budget _____

Are there additional funds from other sources? Yes ___ No ___ If Yes, list amount(s) and source(s)

Applicant’s Statement:

By signing the space below, the applicant, as representative of the applying organization:

1. Affirms that the information in this application is complete and accurate;
2. Agrees to provide additional information to the selection committee if requested;
3. Agrees to provide an interim report on use of funds 6 months after disbursement and final report 12 months after disbursement of funds.
4. Agrees to return funds to Soroptimist Northeastern Region if not used within 12 months.

President’s Signature _____ **Print Name** _____ **Date** _____

Grant Amount

The club submitting this proposal should request a specific amount and tailor the budget accordingly.

Selection Process

Selected Members of Soroptimist International Northeastern Region will review proposals and select recipients. *All decisions are final.*

Use of Funds

Funds must be used during the July 1, 2016 – June 30, 2017 club year. Partnerships with other clubs, non-profit agencies, service clubs and government programs are encouraged.

Grant funds may be used for:

- Operational costs for a specific program
- Educational materials, brochures
- Equipment and supplies
- Renovations

Grant funds may not be used for:

- Donation to another organization or individual
- Promotional items such as t-shirts, pens, tote bags
- Stipends or expenses for volunteers
- Consulting services
- Deficit financing
- Speaker fees, salaries

Proposal Requirements

Complete instructions for the proposal are included in this packet. The proposal must include the Proposal Cover Sheet and the six part Narrative including Budget information. Project budget information is also required and will include: amount of funds requested, proposed expenses and availability of matching funds or funds from other sources. Incomplete proposals will not be considered.

Application Deadline and Grant Award Date

- Proposals are due no later than May 1, 2016.
- Mail **6 copies** of the proposal to:

SIA Northeastern Region
c/o 459 Goshen Hill Road
Lebanon, CT 06249
Attention: Soroptimist Club Grant

OR send via e-mail to

joanmerritt@charter.net

- All applicants will be notified in writing or via e-mail by 6/1/16. Funds will be disbursed by 6/30/16.
- For more information regarding completion of the proposal, contact:

Tracy Scala, Past Governor, SIA Northeastern Region (860) 299-5113
Joan Merritt, Grant Chair, SIA Northeastern Region (860) 642-1977

PROPOSAL INSTRUCTIONS

Proposals should be typed and mailed to the attention of the SIA Northeastern Region Club Grant. The cover sheet is part of the proposal and should be returned with typed answers in the spaces provided. Supportive printed materials will be accepted if needed. Incomplete proposals will not be considered.

Cover Sheet

This should be the first page of the proposal. The application must be signed by the club president. Line by line instructions for the cover sheet:

- **Club Name:** Fill in the full name(s) of the club(s) applying for the grant funds.
- **Address:** Fill in the club mailing address.
- **Applicant/Contact Person:** This should be the person completing the proposal that will be responsible for following through with the project if grant funds are awarded.
- **Phone and Fax Numbers:** Fill in phone and fax (if available) numbers of the applying club(s).
- **Project Name:** Fill in the name of the project for which grant funds are requested.
- **Program Goal:** Indicate specifically how this project will benefit women by improving their social/economic status and opportunity or quality of life. Give evidence of demonstrated need in the community.
- **Budget:** Summarize total expenditures. The budget should correspond with the amount requested. Itemize grant funds only.
- **Statement of Applicant:** Read statement; provide club president's signature, printed name and date signed.

A representative from the club should complete the proposal. The contact person should be familiar with all aspects of the proposed project. The contact person should be prepared to follow through with the project during the period grant funds will be used as well as provide the interim and final reports.

PROPOSAL NARRATIVE

The narrative section of the proposal should be typed (not more than 4 double-spaced pages total), use concise & simple language, use bullets and charts and include Part I to Part VI with the headings provided. See the "Club Resource Library" at www.soroptimistner.org for examples of past grants awarded.

Part I - Purpose of the Project (one to two typed paragraphs)

- What is the purpose of this project? What do you hope to accomplish (the objectives)? e.g., "The purpose of this project is to provide 2-3 days of personal care items to women arriving at the Emergency Shelter without these necessary items and to make them feel "welcome" (cared for, thought of, etc.)..."
- Who is the target group? e.g., "The target group of this project is women victims of domestic violence arriving to the Emergency Shelter."
- How will you accomplish the objectives (the methods)? e.g., "SI _____ will create 100 personal care kits, deliver them to the Emergency Shelter, and Advocates will give one to each women arriving there as we 'welcome' from Soroptimist (up to 100 kits). Advocates will ask receivers of the kits to describe how they feel when receiving them and report these results back to SI _____." "

Part II - Needs Assessment (one typed page)

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

- Please re-state the problem and describe the target group – in more detail – and document the problem with evidence (statistics, quotes, etc.) specific to the project’s geographic area. e.g., “Domestic Violence knows no socio-economic boundaries. National statistics from 2009 show an increase in domestic violence, partly due to the state of the economy and the loss of employment that many men are facing (National Coalition Against Domestic Violence, 2009). Although not a root cause of domestic violence, this trend exacerbates underlying tendencies towards violence and supports the ***additional 15% increase*** in clients requiring assistance from PCC since 2008.”

Part III – Outcomes (one typed page)

- What will the results of the project be? e.g., “One hundred (100) women arriving to the Emergency Shelter will receive ‘welcome kit’ tote bags of personal care items. 25% of our club’s members will be involved at some level with this project.”
- How will the project affect or impact the target group? How many people will be affected? e.g., “85% of the women that receive the personal care kits will report that they feel ‘welcomed’ (cared for, thought of, etc.) to the Emergency Shelter upon receiving them.”
- How many members will be involved and how often? e.g., “4-6 club members will be involved with this project totaling 2 hours a month for 4 months on this project.”
- How will the outcome be measured? e.g., “Intake Advocates will ask the women receiving the kits to specify how they feel when receiving them (cared for, thought of, etc.) and report these results back to the club.”
- Will the project be continued or is it a short-term project?
- Will the project generate any publicity for your club and/or SIA Northeastern Region?

Part IV- Methods (one to two typed paragraphs)

- Re-State the overall objectives and give an overview of the methods used to accomplish these objectives. NOTE: The use of a flowchart is good here! e.g., Grant funds received from SIA NER
 -> Club members purchase items for personal care kits -> Club members assemble kits -> Club members deliver kits -> Kits given to women arriving to Emergency Shelter and response recorded
 -> Responses reported to SI NER club -> Report sent to SIA NER about project

Part V – Responsibilities (one to two typed paragraphs)

- Who is responsible for carrying out the activities of the project? e.g., club members/roles, people from the agency you are working with and their positions, etc. “SI of _____ Club President – *name*, Agency’s Director of Development – *name*...”

Part VI – Budget (one typed page)

- What are the specific items and amounts you are requesting funds for? Please use the budget worksheet provided and refer to “Use of Funds” section of the General Information sheet for guidelines.

Budget Worksheet (not more than \$1,000 total)

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.

EXAMPLE:

<u>Description of Item</u>	<u>Number of Item</u>	<u>Cost per Item</u>	<u>Total Costs of Item(s)</u>
Re-Usable Grocery Totes	<u>100</u>	<u>\$ 2.00</u>	<u>\$ 200.00</u>
Hair Brush/Comb Sets	<u>100</u>	<u>\$ 1.00</u>	<u>\$ 100.00</u>
Toothbrushes	<u>100</u>	<u>\$ 1.00</u>	<u>\$ 100.00</u>
Toothpaste	<u>100</u>	<u>\$ 1.00</u>	<u>\$ 100.00</u>

Total Cost of All Items/Total Amount Requested

\$ 500.00