



## Soroptimist Club Grants for Women and Girls 2006-2007

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### General Information

#### Description

SIA 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. Project areas should reflect one of applicable objectives within the program area of the SIA Strategic Plan:

- Improve life for women and girls by focusing on education, health, discrimination, workplace concerns and other issues affecting their economic, social and political progress.
- Decrease violence and human rights abuses against women and girls.

Special consideration will be given to projects that effect fundamental change in the lives of women and/or girls or society as a whole. These projects will offer sustainable solutions to problems facing women and girls. Changes in society can include changes in attitudes, policies, or social patterns.

#### 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 improving their social/economic status and quality of life
- Address a demonstrated need in the community
- Strengthen Soroptimist as a presence in the community and increase opportunities for public awareness

#### 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. 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 2006-2007 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
- 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
- Promotional items such as T-shirts, pens, tote bags etc.

### **Selection Process**

Soroptimist leaders will be appointed to a federation task force to screen proposals. Task force members will score each proposal and recommend grant amounts. Proposals are scored on the extent to which they meet the project 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 will approve 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, Budget Worksheet** and the **Proposal Narrative**.

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

Incomplete proposals will not be considered.

### **Application Deadline and Procedures**

Proposals are due at SIA headquarters no later than **March 23, 2006**. Mail **or** fax one copy of the proposal. Mailing is recommended as SIA headquarters does not guarantee receipt of all faxed pages. The task force will not evaluate proposals that arrive incomplete or ineligible.

Due to the volume of proposals received, SIA headquarters cannot acknowledge receipt of proposals. SIA headquarters staff and task force members will not contact clubs regarding their proposals until the selection process is complete.

Recipients will be notified by June 15, 2006. Non-recipients will be notified in writing by June 30, 2006. Funds will be disbursed between July and August 2006.

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

# Proposal Instructions

## General Instructions

Proposals should be typed on plain white paper. Proposals may be mailed or faxed, however, please do not do both. 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 eight-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 23, 2006**. Due to the volume of mail received, SIA headquarters cannot acknowledge receipt of any proposal. Recipients will be notified by June 15, 2006. Funds will be disbursed between July and August 2006.

## 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 and Number:** 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.

**Address:** Fill in the club address. If more than one club is involved use only the mailing address of the club of which the contact person/applicant is a member.

**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, Fax and E-mail:** Fill in the phone, fax 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.

## **Budget Worksheet**

Please complete the budget worksheet. If additional items are needed, please photocopy the form. 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 amount requested. Do not itemize funds from other sources on the budget worksheet.

## **Proposal Narrative**

The narrative section of the proposal should be typed, double-spaced and no longer than eight 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 VI 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.

### **Part I**

#### **Proposal Summary** (Recommended length: one to two paragraphs)

Summarize the proposal Parts II, III and IV. Be brief.

- State the objective(s) of the project using the Strategic Plan objectives listed in the general description. (See page one.)
- Name the target group.
- Give an overview of the methods that will be used to accomplish these objectives. (Do not summarize Part V: Responsibilities or Part VI: Public Relations Strategy.)

### **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 focus on the results of the project. Describe specific, measurable outcome(s) of the project. **Be sure to discuss outcomes, not activities.**

- Describe the outcome or impact of the project on the target group. How many people will be impacted? To what degree will the target group be affected?
- State how the outcome will be measured.
- State how long the project will be sustained by the grant. What will happen to the project after the grant funds are used? Will it be necessary to continue the project or is it a short-term project?

## **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.

## **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 and what would happen if the club did not receive funding or received only partial funding.
- 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 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**

### **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 advance the status 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.

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.

# Soroptimist Club Grants for Women and Girls 2006-2007

## Proposal Cover Sheet

**Deadline: March 23, 2006**

Club Name(s) \_\_\_\_\_

Club Number \_\_\_\_\_ Region \_\_\_\_\_

Club Address \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (work) \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Project Name \_\_\_\_\_

Description: In the space below briefly state the purpose of 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 signing the space below, the applicant, as a representative of her club, affirms that the information in this application is complete and accurate; agrees to provide additional information to the SIA selection committee if requested; and agrees to provide an interim or final report on the use of funds as requested by SIA.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Club President (Print Name) \_\_\_\_\_ Signature \_\_\_\_\_

### Send Completed Proposals to:

SIA Headquarters, 1709 Spruce Street, Philadelphia, PA 19103, USA

Fax: 215-893-5200

# Budget Worksheet

On the first line of each group of items fill in the type of expense (equipment, supplies, operational costs, stipends etc.). Be specific. Itemize the budget for the Soroptimist Club Grant only. Do not itemize funds from other sources. This form can be photocopied if more space is needed.

1. \_\_\_\_\_

Description of item

_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	Sub-total US\$ _____

2. \_\_\_\_\_

Description of item

_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	Sub-total US\$ _____

3. \_\_\_\_\_

Description of item

_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	Sub-total US\$ _____

4. \_\_\_\_\_

Description of item

_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	_____ Cost US\$ _____
_____ Cost US\$ _____	Sub-total US\$ _____