Application Instructions and Best Practices

Applications for Women's Philanthropy Leadership Council (WPLC) grants should articulate the ways in which they will impact diverse constituents, particularly those with historic disadvantages, and the ways in which grant outcomes will contribute to building a more equitable and inclusive environment at Indiana University and beyond (e.g. local, state, national, and/or global communities).

The Women's Philanthropy Leadership Council is interested in impacting broad populations. While the Council is part of Women's Philanthropy at IU, your project does not need to focus solely on women.

All applicants must be Indiana University students, faculty, staff, or have an affiliation with an Indiana University department or organization. Applicants must have the vision and capacity to effectively utilize a grant that will be administered through IU's Financial Management System (FMS).

The WPLC seeks projects that better the IU community, both within campus walls, and beyond, in any number of ways. While we consider all proposals, our current priorities in no particular order are:

- **Improve public health**
  Protecting and improving the health of people and their communities at the IU, state, national, and global level. This includes promoting healthy lifestyles, disease research and prevention, and improving mental health.
- **Create service-learning experiences**
  Enabling IU students to gain exposure to a wide variety of local, state, national, and global service opportunities and to broaden their life experiences.
- **Support leadership initiatives**
  Giving women, and others, opportunities to lead as well as participate in leadership roles at all levels. Focus is on Indiana University, and at the local, state, national, and global levels.
- **Promote and advance STEM**
  Advancing underrepresented populations in the fields of science, technology, engineering, and mathematics.
- **Provide educational and cultural enrichment for the benefit of others**
  Promoting all aspects of local, state, national, and global educational and cultural activities, including all areas of the arts.

- **Develop a culture of philanthropy**
  Providing IU staff and students the opportunity to utilize their time, talent, treasure, or testimony for the benefit of others at the local, state, national, and global levels.

Section 1 - General Information

In this section, provide a brief <u>Project Purpose Statement</u> and summarize the project. Later in the Project Narrative section, you will be asked to provide more details. The purpose statement should include the issue or problem your project will address. The summary should give an overview of the purpose, objectives, deliverables, methods, and impact. Budget information will be listed in Section 2 of the application.

Tell us who is involved and how we contact anyone with oversight of the project. List IU connections such as other IU sponsors or partnerships, beneficiaries of the project, and participants in the project.

Include the IU financial account you will use to manage grant funds. The account number will usually begin with the numbers '23'. An IU fiscal officer can provide you with more information.

Section 2 - Project Information

Focus Areas. This section denotes the areas in which the project aligns with WPLC priorities and seeks to better the IU community, and beyond (e.g. local, state, national, and/or global communities). The focus areas listed are the current priority areas of the WPLC. Multiple focus areas may be selected.

Proposed Project Budget. A budget should justify the amount of money requested and show specifically how it will be used. In addition to providing an itemized Excel budget worksheet, you also need to provide a budget narrative that explains how you arrived at specific numbers.

When possible, include the cost per beneficiary. This will help the WPLC determine if they can offer funding for a certain number of participants benefiting from the project.

If the funding will support a start-up project, what is the path to sustainability?

Dollars Committed. Provide information about other funding secured.

Amount Requested. The WPLC may not fully fund every project chosen as a finalist. Often, grant funding is distributed between many projects. It is important to prepare a detailed budget outlining how you would allocate grant funds. It is also important that your Excel budget worksheet items clearly match the funding requested in the application. **Note whether your project can be completed if the full amount of funding requested is not awarded.**

NOTE: Items not usually funded—Food, promotional items, licensures, accreditations.

Section 3 - Project Narrative

This section is an integral piece of the application, which should clearly describe the project need and how the project contributes to building a more equitable and inclusive environment at Indiana University, and beyond campus walls. Reference Diversity, Equity, and Inclusion definitions in the Glossary later in this document.

In this section, expound on the following:

- o Purpose
- o Objectives
- o Deliverables
- o Methods (including who was involved in developing the concept)
- o Impact (including benefit to the population(s) affected)
- o How will your project be impacted if not fully funded?

Specific Project Needs. Please do not copy and paste repetitive information from other sections. This section should provide further details of the need your project will address, as summarized in Section 1. Are there unique or innovative aspects of your project? How were the needs assessed? How many people does this need impact? How many of those people will your project help? What data supports your analysis of this need? State how the project aligns with the WPLC focus areas. What are the goals and objectives of your project? What methods will you use to implement your project?

Evaluation Plan. The WPLC wants to know grant funding will make a difference. It is essential to explain how you are going to evaluate your project and report on the findings. How are you going to show the impact of your project? How will you determine success?

Sustainability Plan. The WPLC likes to know when grant funding is supporting a project that will continue to have an impact into the future. The WPLC grant only

provides funding for one year and generally does not provide ongoing funding —if your project may continue, you should explain how you will fund the project after the grant period. If you are proposing a self-contained project, you may want to explain how lessons learned from this project will continue to be used in future work. How will you continue the project after the grant money is expended?

Even if you don't continue the exact project, how will you build on its successes and fund future efforts?

Tell a compelling story. The review committee will read dozens of grant applications, and it's important to make sure your project stands out.

Provide specifics. Reviewers need a clear understanding of a project's impact. Provide specifics, including how you will spend grant money, whenever possible — such as the number of people who have been helped already, the number you will help if you receive grant funding, or research findings that support your project methodology. Also be sure to clearly explain your methodology —audiences you will be reaching, how your project will be managed, and more.

NOTE: Thorough, yet clear and succinct descriptions are crucial.

Resource - Grant Application Glossary

Capital Funds: Money to purchase land, buildings, equipment, etc. that are used to produce products or provide services.

Corporate Contributions: Financial support from a business, not through a related Foundation.

Direct Costs: Costs which relate to the specific project. Examples: contracted faculty for April – May workshops, supplies for the summer camp program.

Diversity, Equity, Inclusion (DEI)
Diversity: Individual differences (e.g., personality, prior knowledge, and life experiences) and group/social differences (e.g., race/ethnicity, class, gender, sexual orientation, country of origin, and ability as well as cultural, political, religious, or other affiliations)
Equity: The creation of opportunities for historically underserved populations to have equal access to and participate in educational programs that are capable of closing the achievement gaps in student success and completion.
Inclusion: The active, intentional, and ongoing engagement with diversity—in the curriculum, in the co-curriculum, and in communities (intellectual, social, cultural,

geographical) with which individuals might connect—in ways that increase awareness, content knowledge, cognitive sophistication, and empathic understanding of the complex ways individuals interact within systems and institutions.
https://diversity.iu.edu/diversity-education/campus-environment-toolkit/awareness.html
https://www.aacu.org/making-excellence-inclusive

Equipment: Equipment to be purchased, or rented, in direct support of the project.

Foundation Support: Generally, a grant received for specific project support or shared operating support.

Fringe Benefits: Something that a person receives for working in addition to pay, which is not in the form of money. Example: health insurance.

Government Support: Financial support received from government agencies (Federal, state, county, and city).

Indirect Costs: Indirect costs, sometimes called overhead or common cost pool, do not relate solely and specifically to a particular project, but are necessary to its completion. Examples: office rent, telephone, etc.

In-Kind Goods/Services: In-Kind contributions comprise donations of professional services or other goods and services. You should not record an In-Kind donation unless you would have to pay for the goods/service if it was not received as "In-Kind". In-Kind contributions are net-zero (i.e., contribution and expense are equal, so they do not affect the bottom-line net; however, they increase the magnitude of the income and expenses. Volunteer hours do not qualify to be reported as income under GAAP (Generally Accepted Accounting Principles). Alternatively, a narrative note in your proposal should describe the role of volunteers and impact of their hours.

Investment Income: Earned income. Examples: Interest, dividends on an endowment.

IU Connections: Includes any IU campus, department, unit, or organization.

Marketing: The total cost associated with delivering goods or services to customers. The marketing cost may include expenses associated with transferring title of goods to a customer, storing goods in warehouses pending delivery, promoting the goods or services, or the distribution of the product.

Personnel: Costs of IU staff (full and part-time) assigned to the project comprising actual salaries plus social security charges and other statutory costs

included in the remuneration.

Supplies / Materials: Includes all consumable materials purchased in direct support of the project. NOTE: Food and swag items are not consistently approved for funding.

Variable Costs: Variable costs are usually project oriented and are controllable or adjustable. Examples: number of participants served by a project, number of weeks a project runs, number of exhibitions or concerts, local or international. Semi-variable costs are in between. These must happen, though they can be mitigated somewhat. Examples: color versus black & white for a print job, short-term rental versus purchase of equipment.