WPLC Grant Application Tips and Best Practices

Overarching Considerations

All successful applications for Women’s Philanthropy Leadership Council (WPLC) grants will clearly 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.

General Information

In this section, tell us who is involved and how we contact anyone with oversight of the project. The mission statement is an integral piece which should clearly state 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 application Glossary and at the end of this document. Also, list IU connections, 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 will begin with the numbers ‘23’ and an IU fiscal officer can provide you with more information.

Project Summary Information

Focus Areas. This is important as it denotes the areas in which the project 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.

Regardless of focus areas chosen, please be prepared to articulate ways in which the project 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 global).

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.

**Summary of the Project.** Provide a brief, clear description of your project. In particular, state how it aligns with the WPLC focus areas. What are the goals and objectives of your project? Who is involved in developing the project? What methods will you use to implement your project? *(A more detailed description can be provided in the Proposal Narrative.)*

**Budget.** A budget should justify the amount of money you are requesting, and show specifically how it will be used. In addition to providing an itemized budget, you also need to provide a budget narrative that explains how you arrived at specific numbers. State whether your project can be completed if you do not receive all funds requested from the WPLC.

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 request is for 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 times, grant funding is distributed between many projects. Prepare a detailed budget outlining how you would allocate grant money. It is important that your budget items clearly match the funding request in the application. *Note whether or not your project can be completed if the full amount of funding requested is not awarded.*

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

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**Project Narrative**

**Statement of Need.** Provide an overview of the issue or problem your project will address. A good practice to follow when writing the statement of need is—start it early, let it rest, go back over it later with someone you trust. Review and ensure you have carefully stated the need and purpose.
What need exists that your project will address? How many people does this need impact? How many of those people will your project help? What data supports your analysis of this need?

**Evaluation Plan.** The WPLC wants to know grant funding will make a difference, so 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?

**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. Mentioning the people you have helped through the project, or will be able to assist with additional funding, is a way to make sure the reviewers remember your request.

**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.

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**Definitions**

**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.

**Equity-Mindedness:** "The term 'Equity-Mindedness' refers to the perspective or mode of thinking exhibited by practitioners who call attention to patterns of inequity in student outcomes. These practitioners are willing to take personal and institutional responsibility for the success of their students, and critically reassess their own practices. It also requires that practitioners are race-conscious and aware of the social and historical context of exclusionary practices in American Higher Education."

**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.