

**2020-2021**

**Women’s Philanthropy Leadership Council** **Grant Application**

**Cover Page**

All Indiana University community members – students, faculty and staff – with the vision and capacity to manage and effectively utilize a grant are encouraged to apply. We are looking for proposals that seek to better the IU community in any number of ways. While we consider all proposals, our current priorities are:

* **Improve public health**Protect and improve 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.
* **Increase opportunities for diverse and underserved populations**To benefit all IU campuses, from urban environments to small or rural communities. Focus is on educational enrichment and leadership opportunities.
* **Create service-learning experiences, global and/or domestic, for IU students**Enables IU students to gain exposure to a wide variety of service opportunities and to broaden their life experiences.
* **Support women’s leadership initiatives**Giving women the 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 to the greater IU community**Promotes all aspects of educational and cultural activities, including all areas of the arts.
* **Develop a culture of philanthropy**Provide staff and students the opportunity to utilize their time, talent, or treasure to benefit the IU community.

**Instructions:**

*Applications that do not follow this format* ***will not*** *be considered. All questions listed below must be answered in the online application form. When completing this form, please reference the* ***Grant Application Glossary*** *below.*

**Organization Information or Individual Requesting Grant**

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| **Name of Project:** | Click here to enter text. |
| **Indiana University Campus:** | Click here to enter text. |
| **Name of Organization or Individual:** | Click here to enter text. |
| ***If an individual (please choose one):*** |  |
| **Student | Faculty | Staff** | Click here to enter text. |
| **Legal name (if different):** | Click here to enter text. |
| **Address:** | Click here to enter text. |
| **Name of primary contact:** | Click here to enter text. |
| **Phone number of primary contact:** | Click here to enter text. |
| **Email address of primary contact:** | Click here to enter text. |
| ***If an organization:*** |  |
| **Year founded:** | Click here to enter text. |
| **Annual operating budget:** | Click here to enter text. |
| **Number of paid staff:** | Click here to enter text. |
| **Number of volunteers:** | Click here to enter text. |
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| **Mission statement:** | Click here to enter text. |

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| **What are the primary programs and services of your organization? (briefly describe – no more than five sentences)** |
| Click here to enter text. |

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| **Have you received WPLC funding before?** | * Yes ☐No |
| **If yes, please indicate name(s) of grant and when award was received.** | Click here to enter text. |

**Summary and Narrative**

**Proposal Summary Information**

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| **Name of Project:** |
| Click here to enter text. |
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| **Focus area:** (please check all applicable focus areas)  ⧠ Improve public health  ⧠ Increase opportunities for diverse and underserved populations  ⧠ Create service-learning experiences (global and/or domestic) for IU students  ⧠ Support women’s leadership initiatives  ⧠ Promote and advance STEM (science, technology, engineering and mathematics) disciplines  ⧠ Provide educational and cultural enrichment to the greater IU community  ⧠ Develop a culture of philanthropy  ⧠ Other |
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| **Is this an expansion of a current project or a new project?** |
| Click here to enter text. |

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| **Provide a 2-3 sentence summary of the proposal:** |
| Click here to enter text. |

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| **Total proposed budget for project:**  \*Please note we do **NOT** pay indirect costs; food and swag items are not usually funded. Consider where you can obtain in-kind resources such as food donations.  *(Note: Please ensure this amount aligns with “Item 1” on the budget sheet)* |
| Click here to enter text. |

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| **Total dollars committed to date (from other sources). Please list these commitments:** *(Note: Please ensure this amount aligns with “Item 2” on the budget sheet)* |
| Click here to enter text. |
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| **Total funds requested from WPLC Grant:**  *(Note: Please ensure this amount aligns with “Item 3” on the budget sheet.)* |
| Click here to enter text. |

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| **List of IU Communities to be served by project:** |
| Click here to enter text. |

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| **To the best of your knowledge, has your project fulfilled all necessary legal, regulatory, or licensing requirements (if any)?** |
| Click here to enter text. |

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| **List your project’s social media sites (e.g., Facebook, Twitter, web site, etc.)** |
| Click here to enter text. |

**Demographics**

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| **Age range served:** | Click here to enter text. |
| **Race/Ethnicity served:** | Click here to enter text. |
| **Number of people directly served:** | Click here to enter text. |
| **Geographic region served:** | Click here to enter text. |

**Proposal Narrative**

*Please answer the following questions. When a word count is listed, please use that number as a guideline for limitations placed on length, and not as exact.*

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| **What is the specific need your project addresses?** (not to exceed 250 words) |
| Click here to enter text. |

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| **How does your proposed project address the community needs? How were community needs assessed?** (not to exceed 250 words) |
| Click here to enter text. |

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| **What need or opportunity led to the development of this project?**  (not to exceed 250 words) |
| Click here to enter text. |

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| **Describe who will be served by the proposed activities.** (not to exceed 250 words) |
| Click here to enter text. |
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| **What are the unique and/or innovative aspects of your project?**  (not to exceed 250 words) |
| Click here to enter text. |

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| **Outline the timetable for the project and include 5-6 major outputs and/or outcomes you seek to accomplish. How will these outputs/outcomes be measured?** |
| Click here to enter text. |

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| **How will you use the funds from WPLC?** |
| Click here to enter text. |

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| **If this project will continue after the WPLC grant money has been spent, please describe how you will continue to fund this project.** |
| Click here to enter text. |

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| **Please include information regarding any significant partnerships and collaborations for your project.** |
| Click here to enter text. |

**Proposal Budget**

Please complete the budget template (Excel document).

**Grant Application Glossary**

**Capital Funds**: Money for buying 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.

**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.

**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 do 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 the impact of their hours.

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

**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 staff 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. Please NOTE: Food and swag items are not consistently approved for funding.

**Variable Costs:** Variable costs are usually project oriented and are more 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, but can be mitigated somewhat. Examples: choosing color versus black & white for a print job, short term rental versus purchase of equipment.