



Altrusa International Foundation, Inc.

PROJECT Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) MUST be typed and included in the request. **You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.**

Submitted by Altrusa International of _____, Inc.

*Sponsoring the ASTRA Club of _____

District Number: _____

Charter Date: _____

****Request for one-time grant (up to) \$2,000 for clubs chartered September 1, 2019 or later. Applications must be received within one year of club's charter date.**

Altrusa Club Contact Person: _____ Title: _____

Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Daytime Telephone: () _____ Evening Telephone: () _____

E-mail Address: _____

Name of Project: _____

Amount requested (not to exceed \$4,000): \$ _____

Date your Club or District last received a grant: _____

If yes, what is the amount of grant received: \$ _____

Number of participating club members _____

Has this project ever received funding from the Altrusa International Foundation, Inc.?

Yes ___ Date _____

Name of Project _____

Amount Received _____

No, this is the first time. _____

Terms of the Grant

The Altrusa Club, ASTRA Club, or District receiving this grant is obligated to use the money for the intended purpose. If the grant funds are not used for the intended purpose, the recipient Club or District must return the grant money in full to the International Foundation. If the money is returned as requested, the Club or District is eligible to submit another proposal at a future date. If the Altrusa Club, ASTRA Club, or District is awarded a grant, a Grant Follow-Up Report must be filed with the Altrusa International Foundation, Inc., within one year after the grant is awarded.

Signature of Sponsoring Club President or District Governor

Date

**Submit completed application to: Shawna Kaiser, Foundation Director | Altrusa International Foundation, Inc.
foundation@altrusa.org | 1 North LaSalle Street, Suite 1955, Chicago, IL 60602 | P 312-427-4410**

Altrusa International Foundation, Inc.

Project Grant Application Questions – *Please attach your responses.*

1. **Abstract** (5 points) In 100 words or less, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results.
2. **Eligibility Requirements** (5 points) Indicate **all** of the **criteria** that the proposed project is expected to meet.
 - involves Altrusa Club members in hands-on participation
 - is literacy based and improves participants' literacy skills
 - benefits abused and battered women
 - benefits the aged
 - benefits the homeless
 - benefits the handicapped
 - benefits underprivileged children
 - benefits underprivileged children requiring medical attention
 - benefits community members who are disadvantaged
 - benefits active military and/or Veterans
3. **Need** (10 points) Describe the community's need for and how many participants will be served by the project and how the members of the Altrusa Club, ASTRA Club, or District made the decision to support the project.
4. **Project Description** (25 points) Describe the project in detail, including (a) target population, (b) objectives, (c) methods of implementation, and (d) expected benefits and results. *If the project was previously funded by the Altrusa International Foundation, explain what updates, growth or changes are being made to the project since that time and the updates to the club's involvement. These changes may include new outreach or growth, new sources of funding provided by the club, new volunteer opportunities for club members, etc. Note: The project must not involve direct funding of another entity's project.* (For example, the club members may purchase and label books to update the school's library, the money may not be given directly to the library to make purchases.
5. **Altrusan Involvement** (10 points) Specify the number and percent of Altrusa (or ASTRA) members who will be personally involved in the project and describe the types of activities that the members are expected to accomplish.
6. **Timeline** (10 points) Specify in detail the project timeline of activities that must take place within the one-year grant period, i.e., cycle 1: November 30-November 30; cycle 2: May 15-May 15 *the following year*. The details should include but are not limited to: project events, club member participation events and/or preparation, fundraising for project, meetings, etc.
7. **Evaluation** (10 points) Describe the planned project evaluation process including how the evaluation will be implemented and how the anticipated effects of the project are expected to impact the target audience and the community.
8. **Sustainability** (5 points) Explain how the Altrusa Club, ASTRA Club, or District plans to sustain the project after the grant period ends. Please include details on fundraising, club member participation, community involvement and any other relevant information.

9. **Publicity** (5 points) Define the planned local and regional publicity efforts.
10. **Budget** (15 points) Using the budget template below, submit a proposal budget and budget narrative/justification. See *Grant Application Instruction Guidelines* for a sample.
11. *Applicable only if applying for a grant for local ASTRA Club
12. **Altrusa and ASTRA Clubs chartered September 1, 2019 or later may receive a one-time grant up to \$2,000 to begin service in their communities. The application must be received within one year of the charter date.

Proposed Budget to Altrusa International Foundation, Inc.
You may type directly on this budget if needed and submit with application.

Name of Club or District:	
District Number:	
Project Name:	
Project Year:	
<i>Item</i>	<i>Amount</i>
Project Income	
Altrusa International Foundation grant request in this proposal	\$
Local Altrusa Club contribution to the project	\$
Other contributors (please list)	\$
	\$
	\$
	\$
Total revenue	\$
Project Expenses	
Supplies	\$
Equipment	\$
Food	\$
Clothing	\$
Educational materials	\$
Communications	\$
Postage/Delivery	\$
Other (please itemize)	\$
	\$
	\$
	\$
Total expenses	\$

Budget Narrative/Justification Explain how project costs were estimated. Justify the need for the costs.

Attachments Information and printed materials which help to further explain the proposal may be attached.