



# PROJECT

## Grant Guidelines

**Form for applications submitted in calendar year 2022**  
**Applications on outdated forms will not be accepted**

**The Project Grant Applications must be emailed by the due date to [foundation@altrusa.org](mailto:foundation@altrusa.org). Do not mail applications to the Chicago office. A confirmation email will be sent to you when the application is received.**

Questions about grant applications may be directed to Shawna Veldhuizen, Executive Director. You will receive an email confirmation, to the member listed on your application, upon receipt at [foundation@altrusa.org](mailto:foundation@altrusa.org)

Funding Cycle	Applications Due	Funding Decisions	Grants Awarded	Follow Up Reports Due
Cycle 1	September 15	October 31	November 30*	November 30*
Cycle 2	March 15	April 30	May 15*	May 15*

*\*Grant Follow-Up Reports are due to the Altrusa International Foundation, Inc. office one year after the awarded grant is received.*

**Terms of the Grant** Applicants may request between \$250.00 and \$4,000.00. The number of grants funded, and the amount of each grant, is dependent upon the available funding and the number and quality of applications. The Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications. 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.

The grant recipient is obligated to use the grant award for the intended purpose and must file a report within one year after the grant is awarded. A Grant Follow-up form is included with the award letter when the grant money is forwarded to the Club. Grant Follow-Up forms are also available on the website or from the Altrusa International Foundation Office in Chicago.

If the grant is not used for the intended purpose, the recipient must return the grant funds in full to the Foundation. If the money is returned as requested, the Altrusa Club or District is eligible to submit another proposal at a future date.

Altrusa Clubs, ASTRA Clubs, and Districts may apply for one service grant per cycle in the fiscal year and all applicants must agree to the terms of the grant. If an application is not awarded Foundation funds, the Club or District may reapply in the next cycle.

**Cover Page** Type in complete answers to all of the requested items on the cover page. The club president’s signature is required on the completed cover page.

In addition to the cover page, applicants **may use up to three pages to answer the 10 application questions.** *Note: Information and printed materials which help to further explain the proposal may be attached. Attachments are not counted in to the three-page application maximum.*

## Altrusa International Foundation, Inc.

### Project Grant Application Questions – *Please attach your responses. Responses cannot exceed 3 pages.*

- 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.
- Eligibility Requirements** (5 points) Indicate which of the following needs the proposed Project is expected to meet. Multiple choices encouraged.
  - 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
- 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 ("Applicant") made the decision to support the Project. Provide supporting data or statistics.
- 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 Altrusa International Foundation, Inc., explain what updates, growth or changes are being made to the Project since that time and to the Applicant's involvement. These changes may include new outreach or growth, new sources of funding provided by the Applicant, new volunteer opportunities for Altrusans, etc. Note: The Project must encompass more than just conduit funding to another entity's project or program. Additional Altrusa involvement, whether financial, personal service or other, is required. (For example, Altrusans make the selection, purchase, and label books to update the school's library, but the grant may not be given directly to the library without further involvement.)*
- Altrusan Involvement** (10 points) Number of Applicant members participating: \_\_ of \_\_ total members (which is \_\_ percentage). Describe in detail the types of activities the members are expected to accomplish and the number of members needed in each activity. Describe financial contributions or hands-on service to the Project.
- Timeline** (10 points) Specify in detail the Project timeline (Activities must take place within one year following the date of the award.) The details should include but are not limited to: project events, member participation events and/or preparation, fundraising for Project, meetings, adaptation(s) due to Covid, etc.
- Evaluation** (10 points) Describe the following: a) how the Project success is defined (ex. increase in reading level); b) the planned outcomes (ex. number of individuals who have increased their reading level as a result of Project participation); c) the tool(s) to be used to evaluate these outcomes (ex. standardized test provided by educational system); and any other impact on the target audience and community. Each Project has a unique set of goals so be specific in stating those goals and the tools to be used to measure goal achievement.
- Sustainability** (5 points) Explain how the Applicant plans to sustain the Project after the grant period ends. Please include details on planned fundraising and grant writing; member participation and support; community and/or partner commitments and involvement; and any other relevant information that demonstrates the commitment to continue this Project after the grant funding period. If this is a one-time Project, state so.

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. Submit a narrative regarding the budget, justifying the components of the Budget. Explain how costs included in the Budget were determined, whether by bid, catalogue, or estimate. See *Grant Application Instruction Guidelines* for a sample.

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

<b>Name of Club or District:</b>	
<b>District Number:</b>	
<b>Project Name:</b>	
<b>Project Year</b> <i>(tie to one year following award of grant):</i>	
<b>Item</b>	<b>Amount</b>
<b>Project Income</b>	
Altrusa International Foundation grant requested in this proposal	\$
Local Altrusa Club contribution to the project	\$
Other contributors (please list). Indicate if support is confirmed.	\$
	\$
	\$
	\$
Total revenue	\$
<b>Project Expenses</b>	
Supplies	\$
Equipment	\$
Food	\$
Clothing	\$
Educational materials	\$
Communications	\$
Postage/Delivery	\$
Other (please itemize)	\$
	\$
	\$
	\$
Total expenses	\$

**Budget Narrative/Justification** Explain how project costs were estimated. Detailed description of the needs for the Project Expenses.

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

## **SAMPLE -- Budget Narrative/Justification**

### Income:

\$4,000 Altrusa International Foundation Grant Request

\$2,000 Local Altrusa Club Fund Raiser (\$1,750)

Altrusa member donations of school supplies and books (\$250)

\$ 500 Other contributor: Grant from Books Foundation

\$ 500 Other contributor: Hunger Task Force funds from the United Way of Central City

**\$7,000 Total Project Income**

### Project Expenses:

\$2,000 Supplies: School supplies, includes paper, notebooks, folders, markers, pens, pencils, poster board, printer ink for student use

\$1,400 Equipment: Two electronic white boards for tutors to use with students

\$1,000 Food: Afterschool healthy snacks for students

\$2,000 Educational materials: Ace Resources Guides, computer software for on-line applications, book awards for students and tutors

\$ 600 Communications: Flyers to distribute to local schools about the Homework Help Center

**\$ 7,000 Total Project Expenses**