



Altrusa International Foundation, Inc.
PROJECT
Grant Application Instruction Guidelines

The Project Grant Applications must be emailed by the due date to 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 Kaiser, Foundation Director. You will receive an email confirmation, to the member listed on your application, upon receipt at the International Foundation office. Phone: (312) 427-4410 Fax: (312) 789-4416 shawna@altrusa.org or www.foundation.altrusa.org

<i>Funding Cycle</i>	<i>Applications Due</i>	<i>Funding Decisions</i>	<i>Grants Awarded</i>	<i>Follow Up Reports Due</i>
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.*

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, adaptation(s) due to Covid-19, 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.