



Altrusa District Three Foundation, Inc. Grants Project and Application Guidelines For District Three Altrusa Clubs

Altrusa District Three Foundation offers grants to help District Three Altrusa Clubs with their group service projects in their local communities. Amounts up to \$500 may be requested.

Clubs applying for a grant must complete the application, including a project budget, indicating the intended use and the benefits of the grant. Judges will review only properly completed applications.

Grant applications must be received by January 31 each year. Grants are awarded at the Foundation Luncheon held during the District Three Conference.

Grant funding numbers will vary year to year due to the number of applicants and Foundation funds available for grants. If funds are not granted with your initial application, you may resubmit for the same project if it is an on-going project. Altrusa District Three Foundation will award grants only once to a given project; however, a District grant may be given for a project previously receiving an International Foundation grant. After receiving a District Three Foundation Grant, a club must wait at least one year before applying for another grant.

All grant recipients are obligated to use the money for the intended purpose and file a final report to the current chair of the Altrusa District Three Foundation Board no later than March 31 of the following year. Future grants for your club are dependent upon a final report being submitted to the current chair of the District Three Foundation Board. A copy of the final report form is attached to this packet. It is for your use when reporting the use of the Foundation funds.

At the discretion of the Altrusa District Three Foundation Trustee receiving the grant applications, the application may be submitted electronically. Please submit it as an attachment in either a Word 97-2003 document or as an Adobe .pdf file. When submitting electronically, only a single copy is necessary plus the score sheet. The grant application must be typed and double-spaced.

For paper submissions, four copies which include the original and the judges' score sheet must be included in the mailing. The application must be typed, double-spaced and on one side only.

Each application packet and copies must be received by the person designated by the Foundation Trustees. Packets sent to anyone other than the person identified in the Awards Criteria Letter will not be forwarded and will not be evaluated for receipt of a grant.

Please follow all the remaining requirements for the grant application. Judges will review only properly completed applications. Electronic signatures with the title of all persons required to sign the document are accepted, or you may type the name of the officer along with each title.

In developing the narrative of your project, please refer to the Check List below.

Check list for Project Grant applications. All items must be included in the request:

- | | |
|--|-------------------|
| 1. Describe the project including population to be served. | 35 Points Awarded |
| 2. Describe the specific project outcomes including the benefit to the club and the community. | 30 Points Awarded |
| 3. Describe how the grant will enable the club to finish the project. | 20 Points Awarded |
| 4. Define the timeline expected to complete the project | 10 Points Awarded |
| 5. Define how you will evaluate the project at its completion. | 5 Points Awarded |



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GRANT PROJECT APPLICATION

Submitted by Altrusa International of _____

Club Contact _____ Title _____

Address _____

City _____ State _____ Zip _____

Telephone: Business _____ Home _____

Name of Project _____

Amount of Grant Requested _____

Contributions by sponsoring club (money or in-kind) _____

Amount received from other sources _____

Date of prior District Grant _____ Amount of prior Grant _____

Describe on a separate sheet, typed, double-spaced and on one side only, your project and the reason you would like to apply for a District Three Foundation Grant (use 500 words or less).

Attach a proposed budget for the project.

Please sign the acknowledgement below and include in your application packet.

If our club receives a Foundation Grant, we accept and agree to abide by the following:

- We will use the money for the project for which we are applying
- We will report to the District Three Foundation how the money was used and the status of our project (Failure to comply will result in ineligibility to receive future grants until the report is received)
- We will make our report to the Altrusa District Three Foundation Board at least one month prior to the following year District Conference. See the instructions for filing the report.
- We will return all monies not used for the project to the District Three Foundation

Club President

Date



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GRANTS CRITERIA AND JUDGES' SCORE SHEET

Altrusa International of _____

1. Describe project.

Maximum Points:35

Points Earned_____

2. Describe the specific project outcomes including the benefit to the club and the community.

Maximum Points: 30

Points Earned_____

3. Describe how the grant will enable the club to finish the project.

Maximum Points: 20

Points Earned_____

4. Define the time line expected to complete the project.

Maximum Points: 10

Points Earned_____

5. Define how you will evaluate the project at its completion.

Maximum Points: 5

Points Earned_____

TOTAL POINTS EARNED _____



Altrusa District Three Foundation, Inc. Final Report for Clubs Receiving Foundation Grant

Instructions for filing the Final Report of Use of Foundation Grant Funds

Please use the attached form for the submission of your report. Additional pages may be used if necessary to fulfill the requirements of the final report. Please return this signed and dated form to the current Chair of the Altrusa District Three Foundation; this information can be found on the District Three web site.

A final report must be submitted no longer than March 31 in the year following the receipt of the grant funds.

Future grants are dependent upon filing a final report on the use of the grant funds for the project for which the funds were received.

Reports may be submitted electronically. Please submit it as an attachment in either a Word 97-2003 document or as an Adobe .pdf file. Electronic signatures with the title of all persons required to sign the document are accepted else type the names with each title.

