



GRANTS SERVICE PROJECT AND APPLICATION GUIDELINES ALTRUSA DISTRICT THREE FOUNDATION, INC.

GRANTS SERVICE PROJECT AND APPLICATION GUIDELINES FOR DISTRICT THREE ALTRUSA CLUBS

Eligibility

Altrusa District Three Foundation offers grants to help District Three Altrusa Clubs with their group service projects in their local communities. Amounts of up to \$500.00 may be requested.

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 skip at least one year before applying for another grant.

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

Application Format

The grant packet must be submitted electronically in either a Word document or as an Adobe pdf file.

All entries are to be typed and double spaced.

The entry must be completed and assembled as follows:

Page 1 (cover page) should appear as follows:

Grant Nomination for Altrusa District Three Foundation, Inc.

For Calendar Year _____

Name of Club

Title of Project



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Page 2 (Entry Form) Must be entirely completed:

GRANT SERVICE PROJECT APPLICATION

Title of Project: _____

Submitted by Altrusa International of: _____

Club Contact: _____ Title: _____

Address _____ City _____ State _____ Zip _____

Telephone: _____ Email: _____

Amount of Grant Requested (Max. \$500.00): _____

Contributions made by Sponsoring Club (money or in-kind): _____

Contributions received from other sources: _____

Date of prior District Grant: _____ Amount of prior Grant: _____

Number of members in Club as of the date of entry: _____

Number of members directly involved in project: _____ Percentage of membership: _____

In **50 words or less**, describe your project in the space provided below.



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Page 3 Submit a Project Budget:

In Order to Be Eligible To Receive Future Foundation Grants, Our Club Agrees 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.**
- **We will make our final report to the Altrusa District Three Foundation Board Chair at least one month prior to the following year's District Three Conference.**
- **We will return all monies not used for the project to the District Three Foundation.**



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Page 4 Narrative describing the Project:

In 500 words or less, describe your project on a separate sheet of paper. It should be typed, double-spaced and on one side only. In developing the narrative, clubs should refer to the judging score sheet.



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Page 5 (Optional) Include a maximum of 2 pages of substantiating pictures or articles.



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GRANTS CRITERIA AND JUDGES' SCORESHEET

Altrusa International of _____

1. Describe Project, including population to be served.

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 timeline 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 _____

Judging Criteria

- The judges may disqualify any entry for violating any rule of entry.
- In evaluating entries, the judges will place primary importance on the narrative. Substantiating materials will be considered only from a supplementary perspective.
- In selecting grant winners, the judges will take into consideration the selection, development, implementation, and evaluation of the service project. Statements are listed on the score sheet to aid judges in evaluating the components of the service project. These statements are not all-inclusive but are intended as a guide in applying the judging criteria. The clubs should use the judging score sheet as a guideline for action, from beginning to end, of the service project.