PROJECT

Grant Application

Please note: This completed cover page (1-page) and answers to the ten (10) project grant application questions (answers to the questions must not exceed three pages) **MUST** be typed and included in the request.
The completed application must be submitted electronically via email to foundation@altrusa.org. You will receive a confirmation email upon receipt within 24 hours.

APPLICANT: _____

District Number:_____ Altrusa Club Charter Date:_____

☐ Check here if grant is in support of ASTRA Club Project* Name of ASTRA Club:_____

☐ Check here if this is an application for a one-time New Altrusa or ASTRA Charter Grant.**

Contact Person:_____Title:_____

Address:_____-
City:_____State/Country:_____Zip:_____
_____

Daytime Telephone:_____Evening Telephone:_____
E-mail Address:_____

Name of Project:_____
Project Grant Amount requested (not to exceed $2,500): $_____

Repeat Projects
Has this Project ever received funding from the Altrusa International Foundation, Inc.? No, this is the first time. ☐
Yes ☐ Date: _____
Name of Project:_____Amount Received: _____

Has follow-up grant report been submitted? Yes ☐   Date of submission: _____

Most Recent Grant
Date your Altrusa Club or District last received a grant? _____
If yes, what is the amount of the grant received? $ _____

Did your Club or District Submit a follow-up report? Yes ☐   No ☐

  *Applicable only if applying for a grant for local ASTRA Club
**Altrusa Clubs chartered September 1, 2024 or later may receive a one-time grant up to $2,000, and ASTRA Clubs may receive $1,000, to begin service in their communities. The application must be received within one year of the charter date.

Terms of the Project Grant

The Altrusa Club, ASTRA Club, or District receiving this grant ("Recipient") is obligated to use the money for the intended purpose. If the grant funds are not used for the intended purpose, the Recipient must return the grant money in full to the Altrusa International Foundation, Inc. If the money is returned as required, the Recipient is eligible to submit another Application at a future date. For each grant awarded, the Recipient must file two reports: a 6-month progress report and a Grant Follow-Up Report within one year after the date the funds are disbursed, as indicated in the letter notifying the Recipient of the award. If the grant reports are not filed by the due date, the Recipient's eligibility for future grants is suspended until such reports are received.

Signature of Sponsoring Club President or District Governor_____ **Date** _____

PROJECT

The Project Grant Application must be emailed by the due date to foundation@altrusa.org. Do not mail applications to the Foundation office. Type your "Club Name, District number and Project Grant title in the email subject line. In the email note indicate the type of grant request you are submitting (i.e. New Charter grant, Club or ASTRA Project grant, Individual grant). When the application is received the Foundation will email you receipt confirmation within 24 hours. If you do receive confirmation, please contact the Foundation.

Questions about grant applications may be directed to Dr. Kantrice R. Rose, Executive Director. Send the email to foundation@altrusa.org and "cc" your Club President. Type your "Club name-Grant Question" in the email subject heading. In the note, provide the type of grant you will be submitting.

Cycle 1	September 15	October 31	November 30*	May 30 & Nov. 30*
Cycle 2	March 15	April 30	May 15*	Nov 30 &May 15*

Funded application grant reports are due to the Altrusa International Foundation, Inc. office at **six months** and **one year** after the awarded grant is received.

Terms of the Grant

1) Applicants may request between $250 and $2,500 (maximum award per year). Applicants may apply in either grant cycle but may only receive one (1) grant per fiscal year (June 1 to May 31). **Applicants may not apply for a Project grant and an Individual grant in the same fiscal year**.
Grant funds cannot be used for fundraisers or to donate to another organization's fundraising activities. The number of grants funded, and the amount of each grant are dependent upon available funds and the number and quality of applications. The Altrusa International Foundation, Inc. reserves the right to determine the final funding of all applications.

2) Altrusa Clubs chartered September 1, 2024 or later may receive a one-time grant up to $2,000 to begin service in their communities. ASTRA Clubs may receive a one-time grant up to $1,000. The New Charter grant application must be received within one year of the charter date. Receipt of a New Charter grant does not preclude a Club from applying for an additional grant in the same fiscal year, but the $2,500 maximum per fiscal year will apply to the combined New Charter grant and Project grant in that fiscal year.

3) Altrusa Clubs, ASTRA Clubs, and Districts may apply jointly for one Project grant 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.

4) Grant recipients are required to acknowledge the Altrusa International Foundation. When describing projects funded in whole or in part with Foundation funds on social media, websites, interviews, and press releases, etc., use the following statement: "*This [project/program/etc.] [is/was] awarded grant funding by the Altrusa International Foundation, Inc. Please visit foundation.altrusa.org."*

5) The grant recipient is obligated to use the grant award for the intended purpose of the grant and must file two (2) status reports. Please submit pictures, testimonials and impact statements from project activities and events for the final report. Participants must sign the photo release found on our website.

- **Progress Report** (6-months after funds are received): a brief narrative detailing project progress, outcomes achieved, and any challenges/changes to project timeline, goals, or budget (1/2-page max.).

- **Final Report** (within 12 months of receipt of funding): complete the Grant Follow-up Form (that accompanies the award letter). Grant Follow-Up forms are also available on the International Foundation website.

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.

Grant Application Cover Page and Budget Table

1) **Cover Page**: Type complete answers to all the requested items on the cover page. The Club President's signature is required on the completed cover page. **Applications that do not have the Club President's signature will not be reviewed.**

2) **Budget Table**: Applicants can use the Budget Table Template attached to the Cover Page. Copy the template to a Word or Google document and edit the table. Remove line items that do not apply to the proposed Project and add items if needed. Items should be described in the Budget Narrative section of the grant narrative. Income and expense totals shall be balanced.

Project Grant Narrative Guidelines

The grant narrative and Budget Table Template may not exceed three (3) pages, and when combined with the cover page comprise the allowed four-page (4) application. The number of points indicate the weight and the proportion of the grant narrative that should be devoted to each section.

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. This section is an abbreviated form of the rest of the narrative. This section should be comprehensive, concise and be able to be used for press releases, websites, and other communication. **Helpful hint:** Prepare this section last.

2) **Eligibility Requirements** (5 points): Only list the categories that the proposed Project is expected to meet. **Projects that address multiple categories are encouraged**.

- Involves Altrusa Club members in hands-on participation
- Is literacy based and improves participants' literacy skills
- Benefits one or more of the following groups: abused and battered women, the aged, the homeless, the handicapped, underprivileged children, and underprivileged children requiring medical attention.
- Community members who are disadvantaged, active military and/or Veterans.

3) **Need (10 points):** Cite current local, regional or state dates/statistics that support the community's need for the Project. Estimate how many participants the Project will serve.

Describe how the members of the Altrusa Club, ASTRA Club, or District ("Applicant") 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 Altrusa International Foundation, explain what updates, growth or changes are being made to the Project since that time and to the Applicant's involvement. These changes might include new outreach or growth, new sources of funding, new volunteer opportunities for Altrusans, etc. **Note:** The Project must encompass more than just flow-through 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 Altrusan involvement (e.g., the library may be able to purchase books at a reduced rate; then Altrusans can still be involved in the processing of the new books, placing Altrusa labels in the books, etc.).

5) **Altrusan Involvement (10 points):** Indicate the number of Applicant members participating: ____ of ____ total members (___ %). Describe in detail the types of activities that members are expected to accomplish. Show the number of members needed for each phase of the Project, (i.e., activity, financial contributions or hands-on Project service). The details should include but are not limited to member meetings, additional fundraising for the Project, and preparation/participation in Project events.

6) **Timeline (10 points):** In outline format by quarter or month, specify when Project activities will take place within one year following the date of the award.

7) **Evaluation (10 points):** Describe the methods and tools to assess progress towards the goal and assess the specific outcome objectives listed in the project description: a) define how Project success will be measured during the project period (e.g., increase in reading level); b) the planned outcomes (e.g., number of books students checked out for home, increased children's reading time at home, 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 (e.g., teacher and parent reports, schools standardized test scores related to project activities, or other teacher recommended outcome measures), and any other impact on the target audience and community.

8) **Sustainability (5 points):** Explain how the Applicant plans to sustain the Project after the grant is expended. Include future fundraising, member participation and support, community partner commitments/involvement and other relevant information. If this is a one-time Project, please state. There are no penalties for one-time projects.

9) **Publicity (5 points):** Define the planned local and regional publicity efforts within Altrusa sites, social media and the community.

10) **Budget Narrative (15 points):** Provide details that justify the budgeted items in the Budget Table. (Note a descriptive Budget Table Template follows). Describe the purpose of project expenses and explain how costs included in the budget were determined, whether by bid, catalogue or estimate.

SAMPLE -- Budget Narrative

Project Income:

$2,500	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

$1,500	Supplies: School supplies, includes paper, notebooks, folders, markers, pens, pencils, poster board, printer ink for student use
$1,500	Equipment: Two electronic white boards for tutors to use with students
$1,000	Food: Afterschool healthy snacks for students
$1,000	Educational materials: Ace Resources Guides, computer software for on-line applications, book awards for students and tutors
$500	Communications: Flyers to distribute to local schools about the Homework Help Center

$5,500 Total Project Income

Project Expenses:

$ 5,500 Total Project Expenses

Budget Table Template	
Name of Club or District:	
District Number	
Project Name:	
Project Income	
Altrusa International Foundation grant requested in this application:	$
Local Club Contribution to the Project	$
Other contributors (please list). Indicate if support is requested, pending, or confirmed.	$
	$
	$
	$
Total Project Income	**$**
Project Expenses	
Supplies	$

Equipment	$
Food	$
Clothing	$
Education Materials	$
Communications	$
Postage/Delivery	$
Other (please itemize)	$
	$
	$
Total Project Expenses	$

Grant Application Instructions

Retrieve the most current grant application from the Altrusa International Foundation website https:/foundation.altrusa.org/. Read all grant guidelines carefully. Grant applications must be typed and submitted in Word or PDF format. The size of the font used in the narrative must not be any smaller than size 10.

The Grant Application includes three sections.

1) A cover page with blank components that must be completed as a typewritten document with appropriate signatures.

2) The grant narrative with ten (10) section titles and the Budget Table Template. The guidelines provide the necessary content for each section **BUT** use only the section titles in your application. Include the keywords found in each section and underline them. **Suggestion**: Create the abstract section last and be sure it does not conflict with the rest of the application.

3) The blank Budget Template can be adapted to your grant by removing any items listed on the provided sample template not related to your Project. The data in this budget template must match the content of the budget narrative section.

Your application must include the completed cover page, the Budget Table Template, and the grant narrative that addresses all the required content listed in the guidelines. **Note:** Information and printed materials which help to further explain the application may be attached. Attachments are not counted in to the four-page application maximum. If a 6-month progress report or 12-month follow-up report for a previously awarded grant is due, please ensure the report is submitted prior to (or with) your application.

EMAIL the completed grant application to foundation@altrusa.org. The Foundation office will email you receipt confirmation within 24 hours.

Helpful Suggestions:

- Before submitting your grant application, have at least one other individual review the grant. Provide the reviewer with the grant guidelines.
- The 100-word abstract should represent an overview of the Project, and there should be no conflicting statements between the sections.
- Before you submit your application, please run spell-check and make any necessary corrections.
- After completing all pages, **scan all the application pages and save the application as one document.**

Late applications, incomplete applications, unsigned applications, and applications submitted according to outdated guidelines or forms will not be accepted.

DO NOT MAIL APPLICATIONS TO THE FOUNDATION OFFICE.