



Club 52 PROGRAM

Grant Applications

For applications submitted 2026-2027

Applications on outdated forms will not be accepted.

Please note: This completed cover page (1-page) and answers to the 10 project grant application questions (not to exceed three pages) **MUST** be typed and included in the request. **Altrusa Clubs, ASTRA Clubs, Local Club Foundations, and Districts are ineligible to receive Club 52 funds.** You will receive an email confirmation within 24-hours of receipt of your application materials.

Name of Applicant Organization _____

Contact Person _____ E-mail Address _____

Address _____

City _____ State/Country _____ Zip/Postal Code _____

Daytime Telephone () _____ Evening Telephone: () _____

Name of Project _____

Amount requested (may be higher than \$2,500 if Club 52 Program funds exceed the amount requested) \$ _____

Grantees are limited to one (1) grant per fiscal year (June through May).

Date your organization last received a grant _____ Amount of grant \$ _____

Terms of the Grant

- 1) The organization receiving this grant is obligated to use the money for the intended purpose.
- 2) 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 requested, the organization will be eligible to submit another proposal at a future date.
- 3) Two grant reports: 6-month progress report and 12-month Grant Follow Up Report. All grant reports must be filed with the Altrusa International Foundation, Inc., one year after funds are received.
- 4) Grant recipients shall 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 with the following statement: *"This [project/program/etc.] [is/was] awarded grant funding by the Altrusa International Foundation, Inc. For more information, please visit foundation.altrusa.org."*

Signature of Chief Executive Officer _____

Type the name and title of the Chief Executive Officer _____

Date of Application Submission _____

Submit electronically to foundation@altrusa.org

Altrusa International Foundation, Inc. | 312-427-4410

Cover Page above: Type in complete answers to all the requested items on the cover page. The signature of the chief executive officer of the organization requesting the grant is required on the completed cover page.

In addition to the cover page (1 page), applicants **may use up to three (3) pages to answer the 10 following application items. Only the “title” needs to be included with each item response.** *Information and printed materials which help to further explain the proposal may be attached. Attachments are not counted in the three-page application maximum.*

Narrative items:

- 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): All project grants must involve at least two of the following eligibility criteria
 - serving sick or disabled children, e.g., physical, neurological, sensory, cognitive
 - providing training in health and nutrition
 - providing an environment for sick or disabled children to work with camp activities/training
 - providing medicine and/or medical aid utilizing trained professionals
 - providing education to promote literacy and other areas of learning
 - benefiting underprivileged children requiring medical attention
- 3) **Need** (10 points): Describe the country, state or community’s need for the grant and how many participants will be served by 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 the growth of the project since that time, i.e., its reach in the community, new source of funding, new volunteers.*
- 5) **Altrusan Involvement** (5 points) Altrusan direct involvement is optional, but if Altrusans are involved in the project, specify the number of Altrusans who will be involved in the project and describe the types of activities that Altrusans are expected to accomplish.
- 6) **Timeline** (10 points): Specify the project timeline of activities. The grant activities must take place in the grant award period.

<i>Funding Cycle</i>	<i>Applications Due</i>	<i>Funding Decisions</i>	<i>Grants Awarded</i>	<i>Follow Up Reports Due</i>
International Projects	September 15	October 31	November 30	April 30 & November 30*
Domestic Camps	March 15	April 30	May 15	May 15 & November 15*

**The Club 52 grant reports are due to the Altrusa International Foundation, Inc. at six months and one year after funds are received.*

- 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. A good evaluation should provide evidence of how the funded project has met its objectives. Examples of evaluation strategies could be a pre- and post-survey of the people who are being served by the project, records of the number of people served, or interviews of the people who have been served.

- 8) **Sustainability** (5 points): Explain how the applicant organization plans to sustain the project after the grant period ends.
- 9) **Publicity** (5 points): Define the planned publicity efforts. Describe the ways in which the applicant organization plans to tell the story of the project using local newspapers, websites, social media, presentations at meetings or other corporate or non-profit organizations, or formal published reports.
- 10) **Budget** (20 points): Use the budget template that is provided in the application to prepare a proposed budget that includes both project income and project expenses, followed by a brief budget narrative to explain how project costs were estimated. *Be sure to note how Altrusa International Foundation grant dollars will be used.*

Proposed Budget to Altrusa International Foundation, Inc.

Name of Applicant Organization:	
Name of Project:	
Project Year:	
Project Income	Amount
Altrusa International Foundation grant request in this proposal	\$
Local Altrusa Club contribution to the project	\$
Other contributors (please list)	\$
Total Project Income	\$
Project Expenses	
Supplies	\$
Equipment	\$
Food	\$
Clothing	\$
Educational materials	\$
Communications	\$
Postage/Delivery	\$
Other (please itemize)	\$
Total Project 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.

Submit electronically to foundation@altrusa.org

