



GRANT PROPOSAL APPLICATION

Association for Women in Communications Advancement Fund

Name of Applicant Organization: _____

Address: _____

Executive Director: _____

Phone Number: _____ Email: _____

Chairman of the Board of Directors: _____

Past affiliation with The Association for Women in Communications: _____

Please follow proposal guidelines and email the completed application to

awcadvfund@gmail.com

GRANT PROPOSAL/APPLICATION GUIDELINES

AWC Advancement Fund 2024

Following are the guidelines for grant proposals to receive funds from the Association for Women in Communications (AWC). The grant review and awarding process will be administered by the board of directors of the AWC Advancement Fund. The Advancement Fund is a 501(c)(3) that was established in support of AWC. Grants are awarded on a one-time basis.

Timing for AWC Grants:

Grant proposals must be received by **April 12, 2024**.

Upon application submission, allow up to four weeks for receipt of the funds.

Requirements for grant applicants - organizations:

- The organization qualifies as a 501(c)(3) nonprofit with a communications program or project, with preference given to organizations associated with former members or chapters of the Association for Women in Communications, former AWC Clarion Award entrants, and current members of remaining AWC chapters.
- The proposal outlines the **specific communications program** that will benefit from the grant.

Submission requirements:

- Email Application and Proposal for use of funds to awcadvfund@gmail.com
- If you have questions, please email them to above email address or call 417-409-2492.

GRANT PROPOSAL GUIDELINES - ORGANIZATION

Please submit the following:

1. Description and History: In ONE PAGE give a brief history of your organization. Include the mission, date founded, growth of organization, and geographical area served. Include executive director and key organization staff's background, number of staff, etc.
 2. Proposal: In TWO PAGES or fewer, describe the specific program(s) the grant will fund. Include:
 - a. Amount requested and total budget for program(s) with expenses and all revenue sources.
 - b. Program(s) description
 - c. Program objectives and goals. Considerations:
 1. Define long-term success of the program(s).
 2. Define short-term (up to one year) success of program(s).
 3. Describe how program(s) success is measured.
 - d. Provide examples and evidence of past success of the program(s) (if a new program, describe program success of similar programs or target success goals).
 - e. Describe the background of key people who staff the program.
 3. Board: Enclose a list of your current Board of Directors, including their occupation or community roles. Denote the Board Chair.
 4. Financial Information:
 - a. Budget for the current fiscal year with revenue and expenses (major categories). If there is a deficit, explain how that deficit is being managed. Please include information on whether the organization has an endowment or reserve account that is not reflected in the financial statement.
 - b. Revenue and Expenses (major categories) for the previous three (3) years. Explain any changes greater than 15% (i.e. one-time gift).
- Other:
- a. Copy of 501(c)(3) Determination Letter

Please return the application and proposal to awcadvfund@gmail.com