

# Directions for Completing Maine Women's Giving Tree Grant Applications

- In a **maximum** of four pages, the Grant Application must address the following six topics, in addition to including the required budget form.
- **One** PDF copy containing the cover sheet, the six topics and budget form should be submitted electronically to: [grants@mainewomensgivingtree.org](mailto:grants@mainewomensgivingtree.org)
- The **deadline** for submission of all grant applications is 5:00 PM, January 31.

## 1. Organization:

- Describe your organization: its mission, brief history and ongoing programs. Be concise!

## 2. Proposal Description:

- Describe the proposal for which you are seeking grant funding.
- Is it a seed grant for a new and/or experimental program, an enhancement of a current program, or a sustaining grant to continue an ongoing program?

## 3. Need:

- Define the target population. Be as specific as possible.
- Substantiate the rationale of need relative to the target population.
- Describe how you plan to engage the target population to participate in the program.

## 4. Implementation:

- What are the expected outcomes in the 12-month grant implementation period? Do you foresee any potential barriers to completing implementation during this time?
- Who will manage implementation and/or delivery of services? Include relevant qualifications of significant personnel.
- Do you expect volunteers to participate in the project?
- What other resources exist and/or are needed to ensure the success of the project (e.g., facilities, materials, supplies, transportation)?

## 5. Evaluation:

- What method(s) will you use to evaluate the outcomes and effectiveness of the proposal?
- Who will oversee the final evaluation process and report on the progress of the grant during implementation, including producing the interim report in a timely fashion?

## 6. Budget:

- What is the projected total budget for your project?
- Do you anticipate having other sources of funding for this proposal?
- List any in-kind sources of support.
- Finally, complete MWGT's required Budget Form and attach it to the application.

*Thank you!*



PO Box 1065, Brunswick, ME 04011

[grants@mainewomensgivingtree.org](mailto:grants@mainewomensgivingtree.org)

## Grant Application Cover Sheet

Name of Organization \_\_\_\_\_

Executive Director \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Website \_\_\_\_\_ Email \_\_\_\_\_

Parent Organization if different \_\_\_\_\_

Name of Program for which funding is requested \_\_\_\_\_

Amount of Grant Request \_\_\_\_\_ Total Program Budget \_\_\_\_\_

Date Program Will Begin \_\_\_\_\_ Date Program Will End \_\_\_\_\_

Program Director/Contact \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

# Maine Women's Giving Tree GRANT APPLICATION

*INSERT YOUR TEXT FOR EACH TOPIC*

1. ORGANIZATION:

2. PROPOSAL:

3. NEED:

4. IMPLEMENTATION:

5. EVALUATION:

6. BUDGET:

## Maine Women's Giving Tree REQUIRED PROGRAM BUDGET FORM

Organization name \_\_\_\_\_

Project name \_\_\_\_\_

Date project begins \_\_\_\_\_ Date ends \_\_\_\_\_

**NOTE: MWGT funding begins July 1**

| <i>Grant Personnel (list titles below; use additional pages if needed)</i> | <i>Cost</i> | <i>Amount requested from MWGT</i> | <i>Amount from other sources</i> | <i>Total project cost *</i> |
|--|-------------|-----------------------------------|----------------------------------|-----------------------------|
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
| <i>Sub-total personnel (A)</i>   |             |                                   |                                  |                             |
| <i>Other project direct costs **</i>                                       |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
|  |             |                                   |                                  |                             |
| <i>Sub-total other direct costs (B)</i>                                    |             |                                   |                                  |                             |
| <i>Total cost A&amp;B</i>  |             |                                   |                                  |                             |

\*Total requested from both MWGT and other funding sources

\*\* These include such things as supplies, travel, equipment, printing, mailings, rental fees, other



## **Grant Application Review Criteria**

*Reviewers use the criteria described below in their grant evaluations.  
It is included here for your information.*

### **CRITERION 1: NEED (30 Points)**

Does the applicant:

1. Provide a compelling rationale with relevant documentation that supports the need for the proposed project/program?
2. Clearly define the target population and provide a plan to engage them?

### **CRITERION 2: IMPLEMENTATION (30 Points)**

Does the applicant:

1. Identify adequate staff with relevant qualifications to implement the project/program?
2. Propose a reasonable time frame to implement the project/program?
3. Have adequate resources i.e. facilities, materials, supplies to implement the project/program?

### **CRITERION 3: EVALUATION (20 Points)**

1. Does the applicant propose a method to assess the progress and outcomes of the project/program?
2. Will MWGT funding for this project/program significantly impact the target population in our community?

### **CRITERION 4: BUDGET (20 Points)**

1. Does the applicant provide budgeted revenues and expenses that reflect the effective use of the funds requested including a detailed description of each line item?
2. Does the budget include any in kind or additional funding from outside sources?