

## 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.
- The grant application is reviewed as a stand-alone document. Applicants should include all relevant information regarding their proposal in this document. Reviewers will not use any additional information (e.g., from websites or media reports, or from interim or final reports to MWGT in the case of an application from a program that is a current or past grantee). Do not assume reviewers are familiar with your program or organization.
- Don't assume that your application will be approved or funded in full, even if you have received funding from us in the past.

### 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. For example, demonstrate the need in our catchment area, not Maine as a whole or the U.S.
- Substantiate the rationale of need relative to the target population. Make your case!
- 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 Rationale and Form:

- 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.



## 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

PO Box 1065, Brunswick, ME 04011  
[grants@mainewomensgivingtree.org](mailto:grants@mainewomensgivingtree.org)

# **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 RATIONALE AND FORM:





## 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 RATIONALE AND FORM (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?