

Directions for Completing Maine Women's Giving Tree Grant Applications

- **Grant applications** (required form included below) must be a **maximum of four pages and address all five topics** of Organization, Proposal Description, Need, Implementation, Evaluation, and must include the **required budget form** (which is not considered part of the four-page limit).
- The grant amount requested should be the amount submitted in your Letter of Intent. If the amount needs to be changed, please provide a justification for the changed amount in your application under Proposal Description. We will take this additional request under consideration in reviewing your application.
- **Submit one PDF copy** containing the cover sheet, the application with the five topics, and the budget form **by 5 pm on February 28, 2023** via email to: grants@mainewomensgivingtree.org.
- Note: The grant application is reviewed as a stand-alone document. Include all relevant information regarding your proposal in this document. Reviewers will not use any information not in the application, such as websites or past applications.
- **Important: 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. This is a competitive process.
- We strongly recommend you familiarize yourself with our organization, our requirements, and our past grant awards. Proofread your application, and review it carefully for clarity, accuracy, and completeness. **Any submission not containing the required cover sheet, the required application form and/or the required budget form will NOT be accepted.**

• **Firm application deadline: 5:00 PM, February 28, 2023.**

Topics to Include:

1. *Organization:*

- Briefly describe your organization, including its mission, brief history and ongoing programs. Be concise!

2. *Proposal Description:*

- Describe the proposal for which you are seeking grant funding and the amount requested.
- 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. Demonstrate the need in our catchment area (primarily Bath, Brunswick, Freeport, Harpswell, Phippsburg, Topsham, West Bath, Woolwich, and Wiscasset), not Maine as a whole or the U.S.
- Explain in detail why this funding is necessary. How will the target population benefit? Tell us what we will see happen as a result of this funding. Make your case!

- Describe in detail 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 (July 1 - June 30)? Do you foresee any potential barriers to completing implementation during this time? If so, how will you address these?
- Who will manage implementation and/or delivery of services? Include relevant qualifications of significant personnel.
- Do you expect volunteers to participate in the project? If so, how will they be utilized?
- 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 and final reports as required.

See next page



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

Maine Women's Giving Tree GRANT APPLICATION

INSERT YOUR TEXT FOR EACH TOPIC

1. ORGANIZATION:

2. PROPOSAL:

3. NEED:

4. IMPLEMENTATION:

5. EVALUATION:

Maine Women's Giving Tree REQUIRED PROGRAM BUDGET FORM

Organization name:

Project name:

Date project begins:

Date project 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>Sub-total personnel (A)</i>			
<i>Other project direct costs**</i>			
<i>Sub-total other direct costs (B)</i>			
<i>Total cost A&B</i>			

** These include such things as supplies, travel, equipment, printing, and mailings



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 application:

1. Provide a compelling justification 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 application:

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

CRITERION 3: EVALUATION (20 Points)

1. Does the application propose a reasonable method to assess the progress and outcomes of the project/program?

CRITERION 4: BUDGET RFORM (20 Points)

1. Does the application provide a strong justification for the budget?
2. Does the application provide budgeted revenues and expenses that reflect the effective use of the funds requested, **including a detailed description of each line item for which MWGT funds are sought?**
3. Does the budget include any in kind support (such as volunteer time) or additional funding from outside sources