

Maine Women's Giving Tree 2025 Grant Application

INSTRUCTIONS

Grant applicants must use the 2025 MWGT instructions and forms found in this document. Forms from past years may contain obsolete information such as directions, criteria, or the Budget Form. The MWGT Grant Application consists of three parts: the **Cover Sheet**, the **Proposal Description**, and the **Budget Form**. Applicants must submit all three parts of the application for it to be considered complete.

Once the application is complete, the Executive Director must sign the **Cover Sheet**, either manually, or electronically, either with a facsimile signature or a typed signature. For organizations without an Executive Director, the equivalent position should sign instead.

Be sure to **address all five required topics within the Proposal Description**. The five topics are Organization, Proposed Program, Need, Implementation, and Evaluation. The Proposal Description **must not exceed** four pages.

Complete **all columns** of the **Budget Form**.

MWGT will not accept incomplete or unsigned applications.

Submit one signed copy of the Grant Application **by 5 pm on February 28, 2025** by emailing a PDF copy to grants@mainewomensgivingtree.org. MWGT does not accept applications submitted by USPS mail.

GUIDANCE FOR PREPARING YOUR GRANT APPLICATION:

- We strongly recommend you review the Grants section of our website (mainewomensgivingtree.org), which includes information about our organization, the Grants process, eligibility and criteria, and items we do not fund. Past grant recipients may be found under About Us.
- The grant amount requested should be the amount stated in your **Letter of Intent**. If the amount has changed, please note this, and provide an explanation under Proposal Description. We will consider, but not necessarily approve, this request when reviewing your application.
- Whether your organization is well-known or not, please assume that reviewers of your application are unfamiliar with your programs.
- Note that the application is a stand-alone document. Grant reviewers will consider only the information contained within. For example, reviewers will not consult your Letter of Intent, your website, past applications, or you for additional information.
- MWGT will vote on one of three possible outcomes: to approve your grant proposal with full funding; approve it with partial funding; or deny funding for this year. If you have previously been awarded or denied a grant, understand that past outcomes have no bearing on current applications.
- Carefully review your application for clarity, accuracy, and completeness.
- **The firm application submission deadline is 5:00 PM, February 28, 2025.**



2025 Grant Application Cover Sheet

Name of Organization

Executive Director

Address

Email Address

Telephone

Website

Parent Organization if different

Name of Program for which grant is requested

Amount of Grant Request

Total Program Budget

Program Director

Contact Person (if other than Program Director)

Title

Phone number of contact person

Email

Submitted by: **Signature of Executive Director**

Date

PO Box 1065, Brunswick, ME 04011

grants@mainewomensgivingtree.org

Proposal Description

Addressing each of the topics below, describe the program for which you seek funding **in four pages or less**.

1. Organization:

- **Briefly** describe your organization, including its mission and programs.

2. Proposed Program:

- Describe the program for which you seek funding.
- State whether you are seeking a seed grant for a new program, an enhancement of a current program, or a sustaining grant for an existing program.
- Please note how many people the grant will serve.
- State the outcomes you expect from your program, within the grant period ending June 30, 2026.

3. Need:

- Identify what needs within our catchment area (primarily Mid-Coast Maine between Freeport and Wiscasset) your program will address. Provide documentation of need where available.
- Define the target population. Be as specific as possible.
- Describe how the target population will benefit.

4. Implementation:

- Describe your plan to reach the target population.
- List all personnel who will manage delivery of services, not just those for whom you seek MWGT funding. Include relevant qualifications/experience of staff.
- Identify all program costs, whether such costs are being funded by MWGT or others, and briefly explain why they are necessary.
- Identify all resources needed for implementation (for example: facilities, transportation, equipment, and others) whether such resources are being funded by MWGT or others. Briefly explain why they are necessary.
- Identify any potential barriers to completing this project and how you will address these.

5. Evaluation:

- Describe how you will define and evaluate the success of your program.
- Tell us who will oversee the final evaluation process and produce the required interim and final reports.

Completing the Budget Form

- Provide the program's budget for the grant period ending June 30, 2026. Include all personnel and direct program costs as described under Implementation.
- Identify the amount of funds requested from MWGT.
- Identify the amount of funds expected from external sources.
- **The amount in column 3 must equal the total of column 1 plus column 2.**
- **Please note** that MWGT does not fund capital improvements, building maintenance, or indirect costs (the costs of running the organization that are not directly related to the proposed program).

**MAINE WOMEN'S GIVING TREE
BUDGET FORM
JULY 1, 2025 TO JUNE 30, 2026**

ORGANIZATION NAME:

PROGRAM NAME:

		COLUMN 1	+	COLUMN 2	=	COLUMN 3
		TOTAL AMOUNT FROM MWGT		TOTAL AMOUNT FROM OTHERS		TOTAL AMOUNT FROM ALL SOURCES
DIRECT PROGRAM COSTS						
	Grant Personnel					
A	<u>Grant Personnel Sub-total</u>					
	Other Direct Program Costs*					
B	<u>Other Direct Program Costs Sub-total</u>					
	TOTAL PROGRAM COSTS (A + B)					

*These expenses (such as supplies, travel, printing, and mailings) MUST relate directly to the program.