

**Janet Pfeiler Soroptimist
Club Grant 2012**
General Information and Proposal Instructions
Deadline June 1, 2012

Funds Provided by **Soroptimist International**
Northeastern Region In Honor of Past Governor, Janet Pfeiler
For her lifelong commitment to helping women

GENERAL INFORMATION

Description

The Club Grant will be given to start up or continue a club project that benefits women. Total budget for club awards is \$2,000. Proposal should request a specific amount (in \$500 increments) and tailor the budget accordingly. The number of awards given will be based on requested amounts. Estimated 2-4 clubs may be recipients of awards average \$500 to \$1,000.

Project Requirements

To receive funding, the proposed project must fulfill **ALL** of the following requirements:

- Benefit women by improving their social/economic status and opportunity or quality of life
- Address demonstrated need in the community
- Demonstrate membership involvement in the project
- Have a project sustainability plan after grant completion

Project Objective: Must match one of the following objectives.

Human Rights---Women will live free from all forms of violence and discrimination.

- ❖ Enhance awareness about domestic violence as a problem.
- ❖ Decrease domestic violence against women.
- ❖ Heighten awareness about trafficking of women and girls.
- ❖ Decrease trafficking of women and girls.

Status of Women and Girls---Women and girls will enjoy enhanced status and will be encouraged to achieve their full potential.

- ❖ Improve women's access to funding for income generating ventures.
- ❖ Heighten awareness about women's health issues and treatment.
- ❖ Increase access for women to health care and information.
- ❖ Expand opportunities for positive experiences and activities for girls.

Working Women--- Women will work in safe environments with opportunities for advancement and pay equity.

- ❖ Expand awareness about workplace issues that prevent women from advancing, including sexual harassment, cultural differences, the glass ceiling, and pay inequity.
- ❖ Increase women's access to educational resources and opportunities.
- ❖ Heighten awareness about unsafe working conditions for women
- ❖ Increase the number of women in workplace and or elected leadership positions.

PROPOSAL COVER SHEET

Club Name(s) _____

Address _____

Applicant/Contact Person

Phone Number (Home) _____ **(Work)** _____ **Fax)** _____

Email Address _____

Project Name _____

Project Description: Briefly state the purpose of the project (1-3 sentences)

Funding Requested (\$100 increments) : _____

Budget Summary:

Equipment _____ Other _____

Supplies _____ Other _____

Operational Costs _____ Other _____

Total Budget _____

Are there additional funds from other sources? Yes ___ No ___ If Yes, list amount(s) and source(s)

Applicant's Statement:

By signing the space below, the applicant, as representative of the applying organization:

1. Affirms that the information in this application is complete and accurate;
2. Agrees to provide additional information to the selection committee if requested;
3. Agrees to provide an interim report on use of funds 6 months after disbursement and final report 12 months after disbursement of funds.
4. Agrees to return funds to Soroptimist Northeastern Region if not used within 12 months.

President Signature _____ **Print Name** _____ **Date** _____

Grant Amount

The club submitting this proposal should request a specific amount and tailor the budget accordingly.

Selection Process

Selected Members of Soroptimist International Northeastern Region will review proposals and select recipient. All decisions are final.

Use of Funds

Funds must be used during the July 1, 2012 – June 30, 2013 club year. Partnerships with other clubs, non-profit agencies, service clubs and government programs are encouraged.

Grant funds may be used for:

- Operational costs for a specific program
- Educational materials, brochures
- Equipment and supplies
- Renovations

Grant funds may not be used for:

- Donation to another organization or individual
- Promotional items such as t-shirts, pens, tote bags
- Stipends or expenses for volunteers
- Consulting services
- Deficit financing
- Speaker fees, salaries

Proposal Requirements

Complete instructions for the proposal are included in this packet. The proposal must include the Proposal Cover Sheet and the six part Narrative including Budget information. Project budget information is also required and will include: amount of funds requested, proposed expenses and availability of matching funds or funds from other sources. Incomplete proposals will not be considered.

Application Deadline and Grant Award Date

- Proposals are due no later than June 1, 2012.
- Email or Mail 6 copies of the proposal to: Soroptimist International of Northeastern Region, 459 Goshen Hill Road, Lebanon, CT 06249 Attention: Soroptimist Club Grant.
email to joanmerritt@charter.net
- All applicants will be notified in writing by 7/01/12. Funds will be disbursed 8/1/2012.
- For more information regarding completion of the proposal, contact:
Sara Nichols, Governor, Northeastern Region (203) 521-2411
Joan Merritt, Grant Chair Northeastern Region (860) 642-1977

PROPOSAL INSTRUCTIONS

Proposals should be typed and mailed to the attention of the Northeastern Region Club Grant. The cover sheet is part of the proposal and should be returned with typed answers in the spaces provided. Supportive printed materials will be accepted if needed. Incomplete proposals will not be considered.

Cover Sheet

This should be the first page of the proposal. Do not retype this form. It may be scanned onto a computer if format is maintained. The application must be signed by the project contact person. Line by line instruction for the cover sheet:

- **Club Name:** Fill in the full name(s) of the club(s) applying for the grant.
- **Address:** Fill in the club address
- **Applicant/Contact Person:** This should be the person completing the proposal that will be responsible for following through with the project if funds are awarded.
- **Phone and Fax Numbers:** Fill in phone and fax (if available) numbers of the applying organization.
- **Project Name:** Fill in the name of the project for which grant funds are requested.
- **Program Goal:** Indicate specifically how this project will benefit women by improving their social/economic status and opportunity or quality of life. Give evidence of demonstrated need in the community.
- **Budget:** Summarize total expenditures. The budget should correspond with the amount requested. Itemize grant funds only.
- **Statement of Applicant:** Read statement; provide signature, name and date signed.

Any Soroptimist club in the Northeastern Region. A representative from the club should complete the proposal. The contact person should be familiar with all aspects of the proposed project. The contact person should be prepared to follow through with the project during the period grant funds will be used.

PROPOSAL NARRATIVE

- The narrative section of the proposal should be typed.
- Be concise and use simple language. (not more than 4 double-spaced pages)
- Bulleted items and charts as parts of the narrative are encouraged.
- The narrative section must include Part I through Part VI with the headings provided.

Part I - Purpose of the Project (One to two paragraphs)

- State the purpose of the project using the objectives listed in the general description.
- Name the target group.
- Give an overview of methods used to accomplish these objectives.

Part II - Needs Assessment

This section should focus on a particular problem in the lives of women or girls that the project will address.

- State the problem and describe the target group.
- Document the problem. Support your statement with evidence drawn from statistics, experts, anecdotal evidence and/or historical information specific to the project's geographical area.

Part III - Outcomes

- This section should focus on the results of the project. Describe specific, measurable outcome(s) of the project. Do not discuss activities.
- Describe the outcome or impact of the project on the target group. How many members will be involved and how many people will be affected.
- State how the outcome will be measured.
- Will the project be continued or is it a short-term project?
- Will the project generate any publicity for your club and or the Northeastern Region?

Part IV- Methods

This section should describe the activities that will address the stated needs and accomplish the desired outcomes.

- State the overall objectives and give an overview of the methods used to accomplish these objectives.

Part V – Responsibilities

This section should focus on who is responsible for implementing the activities associated with the project.

- Describe who is responsible for carrying out the activities of the project. Include the names of any other groups involved and their roles in the project.

Part VI - Budget

- Refer to Use of Funds section of General Information sheet for guidelines.
- Proposed expenses must be specific.
- Describe items fully and insure they reflect activities of project.

**For more information about Soroptimist International Northeastern Region
Visit our website www.soroptimistner.org**