



Altrusa International Foundation

Club Project Grants Workshop 2021

Club Project Grant Application Tips

Club Project Grant Application

- ❖ Obtain the most current application from the Foundation webpage, review the guidelines and read the *Club Project Grant Application* Questions carefully.
- ❖ Do NOT type your answers on the Application Questions page. *Please use separate sheet of paper for your answers.*
- ❖ Please fully complete the Application Cover Page
- ❖ On front of application – “Did your club submit a grant follow-up report?” Note: reports are due to Altrusa International Foundation, Inc. office one year after the awarded grant is received. Follow-up reports may be turned in late but must be turned in prior to the submission of a grant in the same time cycle. As an example- if your club requested a grant for the March 2021 then the follow-up report needs to be received by March 2022 for your club to be eligible for a new grant. *Provide the number of club members involved in the project – not a percentage of the club members.*

- ❖ Abstract – should be 5 or more sentences describing: target population, objectives, community need, method of implementation and expected benefits
- ❖ Eligibility requirements – just check the ones on the application that your club project meets
- ❖ Need – Statistics regarding community need – *justify the need in your narrative and include statistics*
- ❖ Project Description – Do not repeat the need – touch on each of the 4 categories (target population, etc)
- ❖ Altrusa Club Member Involvement section – please detail how your club members will be involved in this project from start to finish. *How many of the club members are participating and jobs being performed.*
- ❖ Timeline section – a reminder to make sure your project timeline is within the Grant timeline on the Guidelines. *Detailed timeline – do not say “the club will buy books from May until April” – give a calendar that includes meetings, shopping for books, labeling books, dropping off books, etc.*
- ❖ Evaluation section – Detail how your club plans to quantitatively evaluate the success of the project. *Will you be using surveys, interviews, and/or wrap-up meetings with your club members?*
- ❖ Sustainability section – Detail how your club plans to make this project continue both financially and physically, without continued Altrusa International Foundation grant funding. *Will you seek other funding options from within your community, like community foundations, corporate*

sponsorships, private foundations? Will your club do a fundraiser to fund this project? Will you partner with another organization to help with additional volunteers and/or funding?

Budget Form and Budget Narrative

- ❖ Please use the Budget Form that is with the Grant Applications
- ❖ Make sure that your Budget Balances
- ❖ Remember to include the value of donated items on the Budget form. *You can detail those donations in your Budget Narrative section.*
- ❖ Please include in the Income section the *amount of funds your club is dedicating to the project if any*
- ❖ In your Budget Narrative, please be as detailed as possible on how you will be using the Foundation grant funds. *As an example – how many computers are you purchasing at what cost each? How many books are you purchasing at what cost each? Also, how you researched each cost ie: Amazon, history from previous project, etc.*