



How to Prepare a Successful Grant Application

Altrusa International Convention
Charlotte, North Carolina

Grants Workshops

Thursday, July 29, 2021: 2:15 – 3:15 PM
Saturday, July 31, 2021: 9:30 AM – 10:30 AM



Decide
on the
best grant
option:

- Club 21 Program
 - Share application and guidelines with organizations connected to mission
 - Grants awarded directly to camp or organization
- Altrusa Grants Program
 - Club Project Grant
 - Individual Grant
- Altrusa Disaster Relief Aid

Club 21 Program

Serves 21st century health concerns of children and their families

- Domestic camps based in the United States
 - Camp Sunshine, Aurora, OH
 - Cavett Kids, OK
 - Camp Dream Catcher, Kennett Square, PA
 - Camp Dream Catcher, Temple, TX
 - Aminata Ouarike Diarra Daycare Center, Pasco, WA
 - Happy Farms, Salisbury, NC
 - Sherwood Forest Camp, St. Louis, MO
 - The Andando Foundation, Jefferson, OR
 - Wildlife Safari, Winston, OR

International projects

- Ghana Health & Education Initiative
- Kenya Association, Nairobi, Kenya
- Medicine for Mali



A decorative border on the left side of the slide, featuring numerous stylized hands in various colors (blue, green, orange, purple, grey) reaching upwards, creating a sense of community and support.

Altrusa Clubs Grants Program

Project Grants

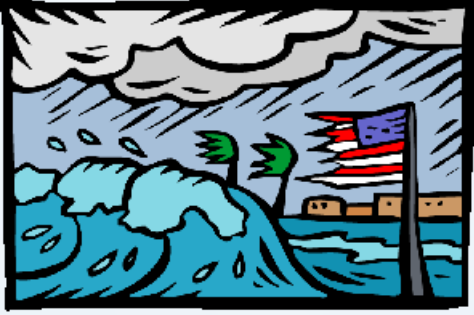
- Literacy improvement, Days for Girls, Veterans Projects, Community Service Projects, Underserved Children & Adults
- Awards: \$250-\$4,000
- Hands-on service by Altrusans
- Cycle One 2020 = (48) service grants
- Cycle Two 2021 = (48) service grants
- Distributed \$201,430 in 2020-2021

Individual Grants

- Grant awards up to \$4,000
- To improve quality of life through continuing education
- One grant awarded in Cycle Two 2021
- Review Grant Guidelines for Eligibility

A decorative border on the right side of the slide, featuring numerous stylized hands in various colors (blue, green, orange, purple, grey) reaching upwards, creating a sense of community and support.

**Altrusa
Clubs
Grants
Program**



Disaster Relief Aid

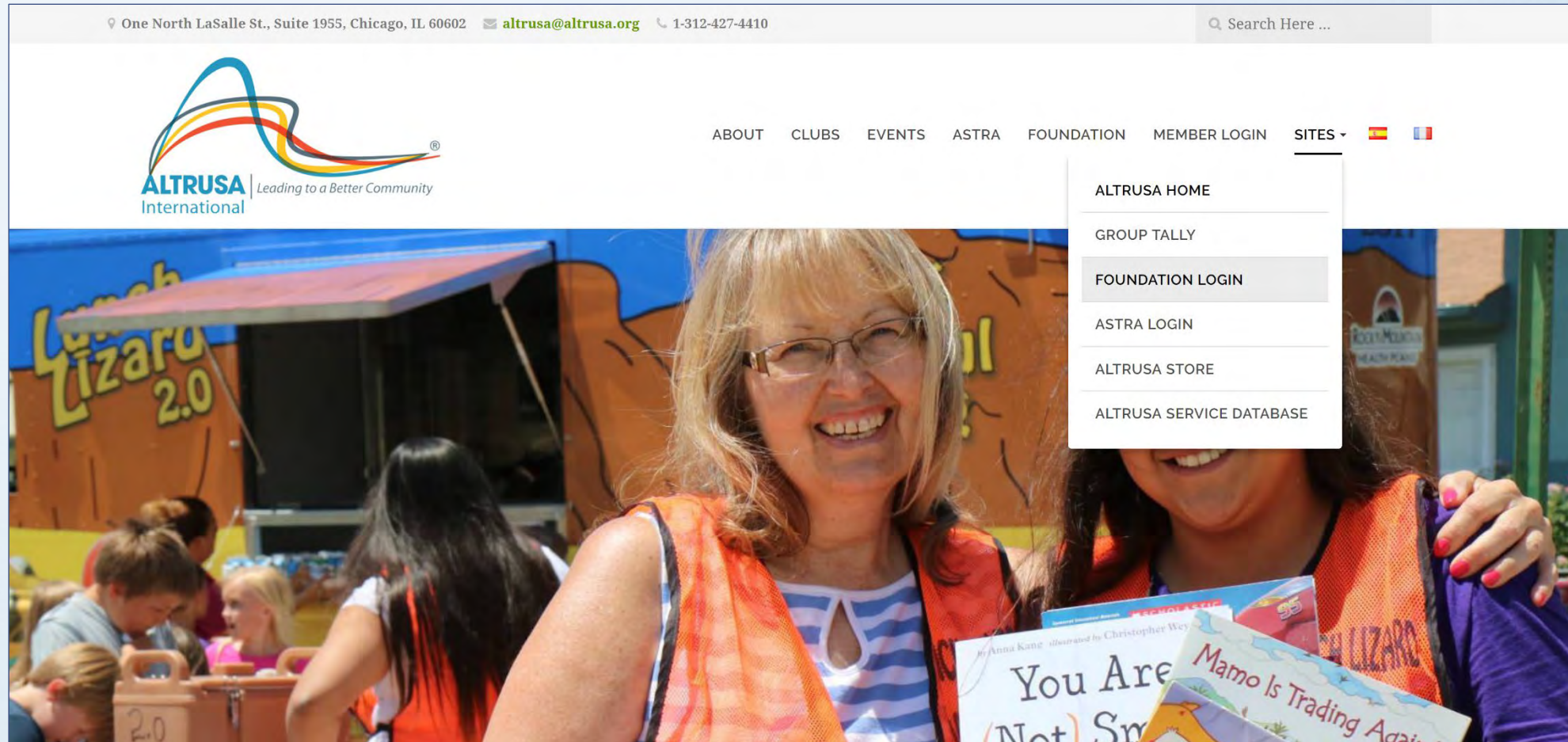
Serves Community Partners in Need (need is not met by other agencies)



- **500 Word Narrative Describing the Need**
- **An Attached Document Verifying the Disaster**
- **Signed by Club President and District Governor**
- **\$250 - \$2500 – Approval of Foundation Chairperson**
- **Greater than \$2500 – Approval of Foundation Board**



Step 1: Login Through Member Portal then to: foundation.altrusa.org



Step 2: Scroll down and
select

Grants & Awards
to apply for an Altrusa Club
Grant and Individual Grant

or

Giving Programs for
information on a
Club 21 grant

or

Disaster Relief Aid



Giving Programs

[MORE INFORMATION](#)



Grants & Awards

[MORE INFORMATION](#)

Step 3: Read the Guidelines



Altrusa International Foundation, Inc.

Club 21 Program

Grant Application Instruction Guidelines

The C

Altrusa Internat

Questions about grant applica
email confirmation, to the ad

Phone: (312) 427

Terms of the Grant Club 21 P
of children and their families

More than **\$2,500** may be aw
warrant the increase. The nur
funding and the number and



Altrusa International Foundation, Inc.

PROJECT

Grant Application Instruction Guidelin

The Project Grant Applications must be postmarked by the due date to:

Altrusa International Foundation, Inc.
One North LaSalle Street, Suite 1955
Chicago, IL 60602

Funding Cycle	Applications Due	Funding Decisions	Grants Awarded	Follow Up Reports Due
Fall	September 15	October 31	November 30	May 31
Spring	March 15	April 30	May 15	November 30

Questions about grant applications may be directed to Shawna Kaiser, Foundation Administrator. Yo
email confirmation, to the member listed on your application, upon receipt at the International Fo

Phone: (312) 427-4410 Fax: (312) 789-4416 shawna@altrusa.org or www.foundation.altrusa.org

Terms of the Grant Applicants may request between \$250.00 and \$2,000.00. The number of grants fl
amount of each grant is dependent upon the available funding and the number and quality of applications. The
Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications.

The grant recipient is obligated to use the grant award for the intended purpose and must file a report six months
the grant is awarded. A Grant Follow-up form is included with the award letter when the grant money is forwarde
the Club. Grant Follow-Up forms are also available on the website or from the Altrusa International Foundation Of
in Chicago.



Altrusa International Foundation, Inc.

INDIVIDUAL

Grant Application

Is your Club considering applying for a grant from the Altrusa International Foundation Inc. to aid an individual to improve her/his quality of life? Do you need a little help in making sure the individual meets the eligibility requirements for a Foundation grant? Having trouble getting started writing your grant application? If the answer to any of these questions is "yes," please read on for some tips that might help you.

Individual Grant Guidelines

Make sure your request is one that meets the eligibility requirements. The guidelines state that Altrusa Clubs may submit a grant request for an individual to improve the quality of her/his life through continued education either in the field of literacy or in vocational/ technical training. Individual Foundation grants might also fund a student from a developing country who needs financial assistance in completing her/his studies. An individual may not have received a previous grant from the Altrusa International Foundation.

Indivi

Make
Grant

1. A |

A.
B.
C.
D.
E.

2. St



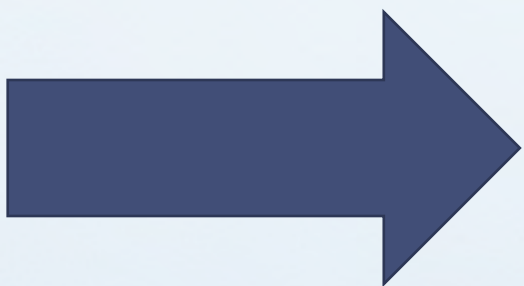
Altrusa International Foundation, Inc.

Club Disaster Recovery Service

Grant Application

Please note: This completed cover page (one page) and a narrative describing the need and project in 500 words or less including an estimated number of recipients affected, MUST be typed and included in the request. Attach document verifying the disaster (Example: letter from local official, statement from responder agency and/or media articles. You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Step 4: Answer All the Application Questions



1. **Abstract** (5 points) In 100 words or less, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results.
2. **Eligibility Requirements** (5 points) All project grants must involve **at least two** of the following eligibility criteria
 - serving sick or disabled children, e.g., physical, neurological, sensory, cognitive
 - providing training in health and nutrition
 - providing an environment for sick or disabled children to work with camp activities/training
 - providing medicine and/or medical aid utilizing trained professionals
 - providing education to promote literacy and other areas of learning
 - benefitting underprivileged children requiring medical attention
3. **Need** (10 points) Describe the country, state or community's need for the grant and how many participants will be served by the project.
4. **Project Description** (25 points) Describe the project in detail, including (a) target population, (b) objectives, (c) methods of implementation, and (d) expected benefits and results. *If the project was previously funded by the Altrusa International Foundation, explain the growth of the project since that time, i.e., its reach in the community, new source of funding, new volunteers.*

Step 5: Complete in Detail the Proposed Budget

SAMPLE --- Proposed Budget to Altrusa International Foundation, Inc.

Name of Altrusa Club:	Altrusa of Central City, Michigan, USA	
District Number:	Five	
Project Name:	Homework Help Center	
Project Year:	2019	
	<i>Item</i>	<i>Amount</i>
Project Income		
	Altrusa International Foundation grant request in this proposal	\$ 4,000
	Local Altrusa Club contribution to the project	\$ 2,000
	Other contributors (please list)	
	Book Foundation	\$ 500
	Hunger Task Force	\$ 500
	Total revenue	\$ 7,000
Project Expenses		
	Supplies	\$ 2,000
	Equipment	\$ 1,400
	Food	\$ 1,000
	Clothing	\$
	Educational materials	\$ 2,000
	Communications	\$ 600
	Postage/Delivery	\$
	Other (please itemize)	\$
		\$
		\$
		\$
	Total expenses	\$ 7,000

SAMPLE -- Budget Narrative/Justification

Income:

\$4,000 Altrusa International Foundation Grant Request

\$2,000 Local Altrusa Club Fund Raiser (\$1,750)

Altrusa member donations of school supplies and books (\$250)

\$ 500 Other contributor: Grant from Books Foundation

\$ 500 Other contributor: Hunger Task Force funds from the United Way of Central City

\$7,000 Total Project Income

Item	Amount
Project Income	
Altrusa International Foundation grant request in this proposal	\$ 4,000
Local Altrusa Club contribution to the project	\$ 2,000
Other contributors (please list)	
Book Foundation	\$ 500
Hunger Task Force	\$ 500
Total Income	\$ 7,000
Project Expenses	
Supplies	\$ 1,000
Equipment	\$ 2,000
Food	\$ 500
Clothing	\$
Educational materials	\$ 3,000
Communications	\$ 500
Postage/Delivery	\$
Other (please itemize)	\$
Total Expenses	\$ 7,000

Sample Budget Income

- **Income:**
 - \$4,000 Altrusa International Foundation Grant Request
 - \$2,000 Local Altrusa Club Fund Raiser (\$1,750) + Altrusa member donations of school supplies and books (\$250)
 - \$ 500 Other contributor: Grant from Books Foundation
 - \$ 500 Other contributor: Hunger Task Force funds from the United Way of Central City
 - **\$7,000 Total Project Income**

Sample Budget Expenses

- **Project Expenses:**

- \$1,000 Supplies: School supplies, includes paper, notebooks, folders, markers, pens, pencils, poster board, printer ink for student use
- \$2,000 Equipment: Two electronic white boards for tutors to use with students
- \$ 500 Food: Afterschool healthy snacks for students
- \$3,000 Educational materials: Ace Resources Guides, computer software for on-line applications, book awards for students and tutors
- \$ 500 Communications: Flyers to distribute to local schools about the Homework Help Center
- **\$7,000 Total Project Expenses**

Step 6: Complete the Cover Page



Altrusa International Foundation, Inc.

INDIVIDUAL

Grant Application

Please note: This completed cover page (one page) and answers to the grant application questions (not to exceed three pages) **MUST** be typed and included in the request. You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Submitted by Altrusa International of _____, Inc. District: _____

Club Contact Person: _____ Title: _____

Address: _____



Altrusa International Foundation, Inc.

Club Disaster Recovery Service

Grant Application

Please note: This completed cover page (one page) and a narrative describing the need and project in 500 words or less including an estimated number of recipients affected, **MUST** be typed and included in the request. Attach document verifying the disaster (Example: letter from local official, statement from responder agency and/or media articles. **You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.**

Name of Altrusa Club: _____ District: _____

Contact Person: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

E-Mail: _____

Telephone: _____ Date (day, month, year): _____

Name of Project: _____



Altrusa International Foundation, Inc.

Club 21 PROGRAM

Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) **MUST** be typed and included in the request.

You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Name of Applicant Organization: _____



Altrusa International Foundation, Inc.

PROJECT

Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) **MUST** be typed and included in the request. **You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.**

Submitted by Altrusa International of _____, Inc.

District Number: _____

Club Contact Person: _____ Title: _____

Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Daytime Telephone: () _____ Evening Telephone: () _____

E-mail Address: _____

Club 2, Club Project Grants, and Individual Grants Programs: Timeline

Funding Cycle	Applications Due	Funding Decisions	Grants Awarded	<i>NEW</i> Follow Up Reports Due
Cycle 1	September 15	October 31	November 30	November 30 (following year)
Cycle 2	March 15	April 30	May 15	May 15 (following year)

Secrets for Success

- Give yourself plenty of time; do not wait until the last minute to prepare the application.
- Complete in detail all the questions on the application
- Utilize a good proofreader.
- Triple check last-minute changes.
- Keep within the three-page limit for the narrative (*Does Not include Budget and Budget Narrative*).
- If you are overbooked, ask for help.
- **Make sure that the budget adds up and balances.**



For any questions, please contact:
Foundation Office

Natalie Demes

Foundation Office

773-590-9619

foundation@altrusa.org

www.foundation.altrusa.org