



# PROJECT

## Grant Application

### Form for applications submitted in calendar year 2022 Applications on outdated forms will not be accepted

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

**The completed application must be submitted electronically via email to [foundation@altrusa.org](mailto:foundation@altrusa.org). You will receive a confirmation email upon receipt.**

APPLICANT: \_\_\_\_\_

District Number: \_\_\_\_\_ Altrusa Club Charter Date: \_\_\_\_\_

Check here if grant is in support of ASTRA Club Project\* Name of ASTRA Club: \_\_\_\_\_

Check here if this is an application for a one-time New Altrusa or ASTRA Charter Grant.\*\*

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Evening Telephone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Project Grant Amount requested (not to exceed \$4,000): \$ \_\_\_\_\_

#### Repeat Projects

Has this Project ever received funding from the Altrusa International Foundation, Inc.? No, this is the first time.

Yes Date: \_\_\_\_\_

Name of Project: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Has follow-up grant report been submitted? Yes Date of submission: \_\_\_\_\_

#### Most Recent Grant

Date your Altrusa Club or District last received a grant? \_\_\_\_\_

If yes, what is the amount of the grant received? \$ \_\_\_\_\_

Did your Club or District Submit a follow-up report? Yes No

\*Applicable only if applying for a grant for local ASTRA Club

\*\*Altrusa and ASTRA Clubs chartered September 1, 2019 or later may receive a one-time grant up to \$2,000 to begin service in their communities. The application must be received within one year of the charter date.

#### Terms of the Project Grant

The Altrusa Club, ASTRA Club, or District receiving this grant ("Recipient") is obligated to use the money for the intended purpose. If the grant funds are not used for the intended purpose, the Recipient must return the grant money in full to the Altrusa International Foundation, Inc. If the money is returned as required, the Recipient is eligible to submit another Application at a future date. For each grant awarded, the Recipient must file a Grant Follow-Up Report with Altrusa International Foundation, Inc., within one year after the date the funds are disbursed, as indicated in the letter notifying the Recipient of the award. If the Grant Follow-Up Report is not filed by the due date, the Recipient's eligibility for future grants is suspended until such report is received.

\_\_\_\_\_  
Signature of Sponsoring Club President or District Governor

\_\_\_\_\_  
Date

## Altrusa International Foundation, Inc.

### Project Grant Application Questions – *Please attach your responses. Responses cannot exceed 3 pages.*

- 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.
- Eligibility Requirements** (5 points) Indicate which of the following needs the proposed Project is expected to meet. Multiple choices encouraged.
  - involves Altrusa Club members in hands-on participation
  - is literacy based and improves participants' literacy skills
  - benefits abused and battered women
  - benefits the aged
  - benefits the homeless
  - benefits the handicapped
  - benefits underprivileged children
  - benefits underprivileged children requiring medical attention
  - benefits community members who are disadvantaged
  - benefits active military and/or Veterans
- Need** (10 points) Describe the community's need for and how many participants will be served by the Project and how the members of the Altrusa Club, ASTRA Club, or District ("Applicant") made the decision to support the Project. Provide supporting data or statistics.
- 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 Altrusa International Foundation, Inc., explain what updates, growth or changes are being made to the Project since that time and to the Applicant's involvement. These changes may include new outreach or growth, new sources of funding provided by the Applicant, new volunteer opportunities for Altrusans, etc. Note: The Project must encompass more than just conduit funding to another entity's project or program. Additional Altrusa involvement, whether financial, personal service or other, is required. (For example, Altrusans make the selection, purchase, and label books to update the school's library, but the grant may not be given directly to the library without further involvement.)*
- Altrusan Involvement** (10 points) Number of Applicant members participating: \_\_\_ of \_\_\_ total members (which is \_\_\_ percentage). Describe in detail the types of activities the members are expected to accomplish and the number of members needed in each activity. Describe financial contributions or hands-on service to the Project.
- Timeline** (10 points) Specify in detail the Project timeline (Activities must take place within one year following the date of the award.) The details should include but are not limited to: project events, member participation events and/or preparation, fundraising for Project, meetings, adaptation(s) due to Covid, etc.
- Evaluation** (10 points) Describe the following: a) how the Project success is defined (ex. increase in reading level); b) the planned outcomes (ex. number of individuals who have increased their reading level as a result of Project participation); c) the tool(s) to be used to evaluate these outcomes (ex. standardized test provided by educational system); and any other impact on the target audience and community. Each Project has a unique set of goals so be specific in stating those goals and the tools to be used to measure goal achievement.
- Sustainability** (5 points) Explain how the Applicant plans to sustain the Project after the grant period ends. Please include details on planned fundraising and grant writing; member participation and support; community and/or partner commitments and involvement; and any other relevant information that demonstrates the commitment to continue this Project after the grant funding period. If this is a one-time Project, state so.

9. **Publicity** (5 points) Define the planned local and regional publicity efforts.

10. **Budget** (15 points) Using the budget template below, submit a proposal budget. Submit a narrative regarding the budget, justifying the components of the Budget. **Foundation Grants must be spent on direct project support and cannot be used for fundraising expenses. Foundation Grant funds cannot be used to defray or reimburse expenses incurred by the Club in connection with any fundraiser even if the proceeds of such fundraiser are used partially or entirely for the Club’s contribution to the grant project.** Explain how costs included in the Budget were determined, whether by bid, catalogue, or estimate. See *Grant Application Instruction Guidelines* for a sample.

**Proposed Budget to Altrusa International Foundation, Inc.**  
*You may type directly on this budget if needed and submit with application.*

|  |               |
|--|---------------|
| <b>Name of Club or District:</b>   |               |
| <b>District Number:</b>  |               |
| <b>Project Name:</b>   |               |
| <b>Project Year</b> ( <i>tie to one year following award of grant</i> ): |               |
|  |               |
| <i>Item</i>  | <i>Amount</i> |
|  |               |
| <b>Project Income</b>  |               |
| Altrusa International Foundation grant requested in this proposal        | \$            |
| Local Altrusa Club contribution to the project                           | \$            |
| Other contributors (please list). Indicate if support is confirmed.      | \$            |
|  | \$            |
|  | \$            |
|  | \$            |
| Total revenue  | \$            |
|  |               |
| <b>Project Expenses</b>  |               |
| Supplies   | \$            |
| Equipment  | \$            |
| Food   | \$            |
| Clothing   | \$            |
| Educational materials  | \$            |
| Communications   | \$            |
| Postage/Delivery   | \$            |
| Other (please itemize)   | \$            |
|  | \$            |
|  | \$            |
|  | \$            |
| Total expenses   | \$            |

**Budget Narrative/Justification** Explain how project costs were estimated. Detailed description of the needs for the Project Expenses.

**Attachments** *Information and printed materials which help to further explain the proposal may be attached.*