



## **GRANT APPLICATION**

**Application Deadline: February 14<sup>th</sup> 2019**

Women In Motion seeks to partner with community organizations to create solutions that will enable women in the workforce to ensure economic and professional growth leading to additional leadership in our communities. Our areas of focus are:

- **Education:** Women need additional education to help them negotiate and advocate for themselves and their families.
- **Mentorship:** Women need better systems for networking and encouraging growth in each other.
- **Resources:** Women, especially women small business owners, expressed a need to tap in to resources that already exist in the community in order to increase their professional and business success.
- **Wellness:** Women seek to balance personal wellness and professional success with professional and family demands.

**For more information about Grants visit [www.womeninmotionhp.org/grants](http://www.womeninmotionhp.org/grants)**

### **Application and Document Submission Instructions:**

- Complete and submit "General Information" and "Program/Project Information"
- Include a copy of your IRS determination letter or proof of charitable status if classified as a church or school
- Include a budget template for your program and Financial Statement Requirements as defined by the HPCF due diligence policy. See [www.womeninmotionhp.org/grants](http://www.womeninmotionhp.org/grants) for more information.
- Include a balance sheet and income statement (P&L) for your most recent fiscal year and current year-to-date
- Include a list of your Board of Directors

All documents must be submitted in hardcopy AND via email to [Womeninmotionhp@gmail.com](mailto:Womeninmotionhp@gmail.com) in one of the following formats: Word, Excel or PDF. Image files will not be accepted.

**All applications must be in the office no later than 5 p.m., 2/14/2019**

**Finalists will be announced March 7<sup>th</sup>**

**Please return the following documents to:**

**Women in Motion of High Point  
c/o High Point Community Foundation  
PO Box 5166 . High Point, NC 27262**

**PLEASE COMPLETE THE FOLLOWING:**

**General Information:** *Please check one:*      NEW Program/Project      EXISTING Program/Project

Organization Name:

Complete Mailing Address:

Telephone Number:

Web Site:

Contact Name and Title for proposal:

Contact's e-mail address:

Contact's phone:

Executive Director's Name:

Executive Director's Email:

Board Chairman's Name:

Board Chairman's Email:

Project Title:

Priority Area:

Amount Requested:

Total Project Cost:

Executive Director's Signature:

Board Chairman's Signature:

## PLEASE COMPLETE THE FOLLOWING:

**Program/Project Information:** Programs should pertain to one or more of Women In Motion's four identified areas of need. The primary desired outcome is to improve the personal, economic or professional development of women in the workforce. A secondary desired outcome is to increase the number of women willing and able to take on leadership roles in the communities we serve. **We welcome pilot programs that target under-represented women in the community.**

- 1. Education** - How can your program help women in the workforce learn the skills necessary for personal or professional success? [Click here to enter text.](#)
- 2. Mentoring** - How can your program provide mentoring for women looking to increase their leadership opportunities? [Click here to enter text.](#)
- 3. Resources** - How can your program provide access to resources needed to help women in the workforce, including entrepreneurs and small business owners? [Click here to enter text.](#)
- 4. Wellness** - How can your program increase women's sense of overall wellness taking into account emotional, mental and physical health? [Click here to enter text.](#)

**In a separate document, using a maximum of 5 pages, provide thorough descriptions of the following:**

- (1) Organization:** Describe your organization's mission, its work in High Point, Archdale, Trinity, Thomasville or Jamestown, and the populations you serve.
- (2) Need:** Describe the need for this proposed project/program including relevant supporting evidence and how the program has been designed to meet the specific needs of women in the workforce as reflected in the research done by Women In Motion or other pertinent data.
- (3) Capacity:** Describe your organization's capacity to serve women in the workforce and how it fits with your organization's mission. List past or current programs serving women in your organization.
- (4) Target population:** Identify the target population of the proposed project/program. How will you recruit participants? How many participants do you plan to serve with this grant?
- (5) Strategies:** Describe the specific activities and strategies that will take place in this project. Does the person/people administering this program have in-depth knowledge of the population being served? Please explain. What is the start and end date of your project?
- (6) Outcomes:** What are the main goals you have for your program? How will you measure success of your program and what tools or tactics will you use to measure success?
- (7) Sustainability:** Does your organization intend to sustain this project/program in the future? If yes, please explain.
- (8) Multi-year requests are not encouraged but will be considered.** If you are seeking funding for a multi-year (up to 3 years) program please summarize program goals for each year and specific need for funding.
- (9) Possible Site Visit:** What are your top three weekdays available between March 11<sup>th</sup> and March 20<sup>th</sup>?

## **Budget Request:**

You must submit a line-item budget request. If you need a template please download a budget template from at [womeinmotionhp.org/grants](http://womeinmotionhp.org/grants). Although your total project budget may exceed your total request to Women in Motion, your total grant request should not exceed \$35,000.