Project W Grant Applications 2023

Frequently Asked Questions

What is Project W?

Founded in 2019, Project W is a women's giving circle committed to enhancing and improving the quality of life for women in Delaware County. A membership based organization, the annual membership contributions are pooled together to provide grants to nonprofit organizations whose mission and programs align with that of Project W. Please visit www.projw.org for more information.

What is Project W's grant making model?

- Members join and fund the grant pools with $500 from each membership.
- Additional donations to the grant pools are added to the total amount of grant funding.
- In 2023, $70,000 will be awarded to four organizations.
- Nonprofit organizations are invited to submit a Letter of Inquiry. Submit an LOI here: https://form.jotform.com/221356803211142
- Project W members will select organizations that will be invited to submit a full grant proposal.
- Applications are considered in one of the four Focus Areas: Education, Family, Health, and Small Grants.
- Grant committee members review applications, score each application using a rubric, conduct site visits and determine one grant finalist in each focus area.
- Finalist organizations are required to attend the Annual Meeting and make a short presentation.

- Members review finalist organizations' proposals and cast votes at the Annual Meeting. The amount of the grants will be determined through a rank voting system.

What is the breakdown of the grant award?

Four grants will be awarded at the Annual Meeting:

- Three organizations will be awarded from the Large Grants program.
    - $35,000 will be awarded to the organization receiving the most votes.
    - $14,000 will be awarded to the organization receiving the second highest votes.
    - $14,000 will be awarded to the organization receiving the third highest votes.
- One organization will be awarded $7,000 from the Small Grants program. The selection of this organization is determined by the Small Grants Committee.

How do I know which grant program to apply?

If you are selected to submit a full proposal, Project W will let you know if you will be applying for a Large Grant or a Small Grant.

How do I know which focus area to apply in the Large Grants program?

If you are selected to submit a full proposal, Project W will let you know which Focus Area you will be asked to apply.

Why is there a separate Small Grants application?

Some organizations with smaller operating budgets may not have a need for a larger grant that would need to be utilized in a 12-month period. Therefore, we created this application category to ensure that smaller organizations have an opportunity to apply.

Any funding preferences?

Preferences will be given to applicants that:

- Work with under-served women
- Have the greatest impact on women in Delaware County

- Demonstrate a commitment to diversity, equity, inclusion, and access
  - Diversity is achieved by welcoming all people, and embracing all the ways that they are different and the same at the individual and group level.
  - Equity is achieved by ensuring the fair and just treatment of all members of a community.
  - Inclusion is achieved by ensuring that all individuals feel that they are treated fairly and respectfully, have equal access to opportunities and resources, and that they are an important part of the whole.
  - Access is achieved by eliminating barriers and thereby allowing any person or group to use resources regardless of their ability status.
- Though not required that organizations be based or exclusively work in Delaware County, preference will be given to Delaware County based organizations.
- Preference will be given to organizations that have not received Project W funding in the last 5 years.

What are you looking for when reviewing an application?

Grant committee members are provided a rubric from which to score your responses to questions posed in the application. The rubrics are attached.

The rubric allows committee members to start the conversation at the first meeting. It does not mean that the application that receives the top score is the organization selected as a grant finalist.

After the first meeting, committee members conduct site visits with applicants to better understand the organization and to ask any follow up questions.

At the second meeting, after discussing the site visits, committee members select the grant finalists.

We fund organizations that provide access to programs and services in the following focus areas:

- **Education:** The Education Committee seeks to fund organizations that work to develop skills and improve educational outcomes for women, both in and outside of the classroom. Education areas may include (but are not limited to):

- GED and Post-Secondary Transition Support
- Literacy and Language Programs
- Career Education and Training
- Financial Literacy
- Continuing Education and Personal Enrichment
- Mentorship Programs
- Entrepreneurship

- **Health:** The Health Committee seeks to fund organizations that work to improve health, wellbeing, and safety outcomes for women. Health areas may include (but are not limited to):
  - Healthcare Access, Services and Treatment
  - Health Care Advocacy and Education
  - Personal Care Supplies and Support
  - Mental Health
  - Drug and Alcohol Addiction Support (prevention and treatment)
  - Healthy Aging
  - LGBTQIA+ Health Care
  - Nutrition and Healthy Food Access
  - Sexual Abuse Support

- **Family:** The Family Committee seeks to fund organizations that work to ensure the stability, security and affordability for women and their households. Family areas may include (but are not limited to):
  - Housing Stability and Security
  - Child/Spouse/Parent Care
  - Food Security/Food Access
  - Parenting Education and Resources
  - Domestic Violence, Prevention, and Intervention
  - Family Health, Wellness and Safety
  - Family Crisis Support

- **Small Grants**: The Small Grants Committee seeks to fund organizations that possess smaller budgets or are newly established. Applicant must meet the following criteria.

- Annual organizational budget: minimum $25,000; maximum $500,000. If the organization is a chapter or affiliate of a national organization, the local, independent budget must be within this range.
- Provide 2 years of internal financial statements
- Grant request must align with one of the three focus areas (Education, Health and Family)

Organization Eligibility?

Applicants must meet the following criteria:

- Must be charitable, tax exempt organizations with 501(c)3 certification
- Must support charitable activities in Delaware County
- Must be in operation for a minimum of three years
- Churches are not eligible to apply; however, organizations that utilize church facilities to further the mission of Project W may apply for funding, as long as they are independent 501(c)3 organizations

Project W will not fund:

- Individuals
- For profit organizations
- Religious programs or those promoting religious education
- Programs that attempt to influence legislation or that promote or support a political organization as defined in 26 U.S.C. 527. A 527 is a non-profit organization formed under Section 527 of the Internal Revenue Code, which grants tax-exempt status to political committees at the national, state and local level.
- Organizations that do not provide services in Delaware County
- Currently funded Project W grant recipients

What is the timeline?

- October 24 – Letter of Inquiry will be available for submission
- November 4 – Deadline for submission of Letter of Inquiry
- December 5 – Select organizations are invited to submit a full grant application
- January 20 – Deadline to submit applications
- February – Grant committees' first meeting to review and score applications
- March 3 – Applicants will be notified if they have progressed to the site visit phase, or if their application has been denied
- March – committee members conduct site visits
- Week of April 10
  - Large grant committees' second meeting to discuss site visit and select the finalist organizations
  - Small grant committee's second meeting to discuss the site visit and select the grant recipient.
- April 24 – Grant finalists announced
- May/June – Annual Meeting

I have more questions. Whom should I contact?

Email projectw@tcfhelps.org for more information.

Project W Large Grant Applications Rubric - 2023

NAME OF ORGANIZATION:_____

TYPE OF REQUEST: _____ Capacity Building _____ General Operating _____Program

	Application Question	Weak - 1 point	Moderate - 2 points	Strong - 4 points	Score
1	Organization's mission and goals align with Project W's mission	Alignment between organization's mission and program goals and those of Project W is not clear or strong.	Alignment is somewhat strong.	Alignment is very strong and clear.	
2	Thinking of organization's activities and programs, are they positioned to focus on underserved women in Delaware County?	The organization presents a weak case for serving women in Delaware County	The organization presents a strong case for serving women in Delaware County	The organization presents a compelling and inspiring case for serving women in Delaware County	
3	How has your organization demonstrated its commitment to Diversity, Equity, Inclusion, and Access in your leadership and staff as well as to the population you serve?	No commitment is articulated.	Commitment is articulated, but organization has not shown demonstrated progress towards DEIA objectives.	Commitment is articulated, and organization has shown demonstrated progress towards DEIA objectives.	
4	Identify the need to be addressed providing evidence of size/severity	The need does not seem to be significant and/or the need is not clear, is not supported by evidence.	The need is clear and is supported.	The application makes a compelling case for a very significant need.	
5	Explain your objectives for the grant request.	No goals/objectives are articulated.	Goals/objectives are articulated but little context provided that links the grant request to a community need.	Goals/objectives are clearly articulated, linked to a community need and are based on data and research.	
6	How do you plan to accomplish these goals?	A plan for accomplishment of goals is not clearly described.	The plan for accomplishing the goals is clear.	The plan for accomplishing the goals is clear, sufficiently detailed and logical.	

	Application Question	Weak - 1 point	Moderate - 2 points	Strong - 4 points	Score
7	Who will be responsible and what is their relevant experience?	Staffing Is not identified.	Staffing identified and experience is relevant.	Staffing identified, experience is relevant and strong.	
8	How will you measure the impact of the grant request?	Criteria for impact and measures are not defined.	Criteria and measures are mentioned but a strong rationale is not given for the selection.	Criteria and measures are clearly defined and their grounding in best practices and research is made clear.	
9	What challenges do you anticipate?	This question is not addressed.	Potential challenges are identified.	Potential challenges are identified and remedies are discussed.	
10	What will you do if you receive more or less funding than you have requested in this application?	This question is not addressed.	Plans for less or more funding are not clear and/or realistic.	Plans are clear and realistic.	
11	What is the anticipated timeline for implementing the grant request?	This question is not addressed.	The timeline for implementation is clear.	The timeline for implementation is sufficiently detailed and logical.	
12	Using the budget as a guide, can the organization successfully execute the grant request?	How funds will be used is unclear and/or expense categories do not align with goals and implementation.		The budget covers major expense categories required to implement the request. Connection between narrative and financial plan is clear.	
13	As a reviewer, how engaged am I with this grant proposal?	I do not feel engaged with this proposal.	I am satisfied with this proposal.	I am excited by the ideas in this proposal.	
	Comment box: What would I like to learn during a site visit?				

Total Score: _____

TCF, The Community's Foundation conducts due diligence and financial review of all grant applicants.
Financial information submitted indicates that this organization is fiscally healthy and capable of successfully implementing and sustaining the proposed request.

Project W Small Grant Applications Rubric - 2023

NAME OF ORGANIZATION:_____

TYPE OF REQUEST: _____ Capacity Building _____ General Operating _____Program

	Application Question	Weak - 1 point	Moderate - 2 points	Strong - 4 points	Score
1	Thinking of organization's activities and programs, are they positioned to focus on underserved women in Del Co?	The organization presents a weak case for serving women in Delaware County	The organization presents a strong case for serving women in Delaware County	The organization presents a compelling and inspiring case for serving women in Delaware County	
2	How do they plan to accomplish these goals?	A plan for accomplishment of goals is not clearly described.	The plan for accomplishing the goals is clear.	The plan for accomplishing the goals is clear, sufficiently detailed and logical.	
3	Identify the need to be addressed providing evidence of size/severity.	The need does not seem to be significant and/or the need is not clear, is not supported by evidence.	The need is clear and is supported.	The application makes a compelling case for a very significant need.	
4	What challenges do you anticipate?	This question is not addressed.	Potential challenges are identified.	Potential challenges are identified and remedies are discussed.	
5	How has your organization demonstrated its commitment to Diversity, Equity, Inclusion, and Access in your leadership and staff as well as to the population you serve?	No commitment is articulated.	Commitment is articulated, but organization has not shown demonstrated progress towards DEIA objectives.	Commitment is articulated, and organization has shown demonstrated progress towards DEIA objectives.	
6	Using the budget as a guide, can the organization successfully execute the grant request?	How funds will be used is unclear and/or expense categories do not align with goals and implementation.		The budget covers major expense categories required to implement the request. Connection between narrative and financial plan is clear.	
7	As a reviewer, how engaged am I with this grant proposal?	I do not feel engaged with this proposal.	I am satisfied with this proposal.	I am excited by the ideas in this proposal.	
	Comment box: What would I like to learn during a site visit?				

Total Score: _____

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