

CFSECT Tips for Women & Girls Fund Grantseekers

Getting started:

- Focus on your program's purpose or your organization's core mission, then seek appropriate funding sources.
- Look for grant opportunities that align with your mission or program purpose.
- Talk to the Foundation's staff with your ideas. This can save you time and help shape your proposal.
- Look for funding from a variety of sources.
- Make sure you have completed any outstanding grant reports (we will not fund an organization with a delinquent grant report).

Grant process:

- All grant applications are reviewed by a committee of volunteers as well as Foundation staff.
- Site visits or phone interviews may be requested during the review process.
- The grant process will take several weeks. Grants will be made for programs to be implemented after October; we do not fund retroactively.

Using the guidelines:

- Answer all questions asked.
- Adhere to deadlines. Late applications will not be considered.
- Complete all sections in full; be sure to include the proposal cover sheet page.
- Provide all requested documentation, including letters of agreement if working with another organization.

Writing your proposal:

- Do not assume the reader knows anything about your program, even if you have spoken to the Foundation staff. Proposals are reviewed by a committee of community volunteers.
- Demonstrate that your proposal fits within one of the four focus areas listed in the request for proposals.
- We suggest that you have another person proofread your proposal before mailing.

Evaluation:

- Focus on how your program will change lives rather than just numbers served.
- Remember: outcomes are measured by characteristics that tell whether change has occurred. These indicators are concrete, objective and demonstrate that a specific change has taken place. To be useful, they must be countable or observable.

Planning for a site visit:

- Show the grants committee member what you do. Try to schedule visits when activities are in progress.
- Be sure someone is available to answer questions about the program in September and October when the committee meets.
- Include program staff and/or board members in the site visit.

Budget:

- Make sure budget items are well-defined for a clear understanding of how the grant will be spent.
- Examine all expenses to ensure cost effectiveness.
- If you are using a fiscal agent, the Foundation holds that agent responsible for proper use of grant funds.