

# **AAUW New Jersey Charitable Trust**

## **Grant Application**

### **Instructions:**

1. Grant applications should be submitted electronically at least 4 weeks in advance of the project, or of the funding commitment if one is needed. It should be sent as an email attachment (Microsoft Word or PDF format) to [aauwnj.ct@gmail.com](mailto:aauwnj.ct@gmail.com), “Attention: Charitable Trust President”. Any questions can also be directed to this address.
2. Evaluation: A panel of Trustees will evaluate the proposal based on the components listed below. The Project Description carries the most weight, being twice that of each of the other four components.
  - a. Project Description
  - b. Impact
  - c. Evaluation
  - d. Member Involvement
  - e. Budget
3. If a grant is approved, the Trust will initially pay 85% of the approved amount. The remaining 15% is paid when the Final Report is received. It is submitted in the same way as the grant application within 30 days after project completion. It should include:
  - a. Summary of overall project
  - b. Financial report including expenditures
  - c. Project evaluation summary (with demographics, participant feedback if available)
  - d. Publicity materials if available: photos, press releases, brochures, programs
4. Grant Recognition: Print and visual materials (brochures, programs, press releases) should contain the following statement: “Funding for this program was made possible in part through a grant from the AAUW New Jersey Charitable Trust “
5. The general term ‘project’ in this application refers to any activity, event, program, etc. for which a grant is sought.

### **Grant Application:**

#### **1. Cover Sheet that includes:**

- Name, address, telephone number and email of the applicant
- Name of AAUW entity/ies (person, branch, district, NJ state) sponsoring the project. Include website if applicable.
- Name of project and the specific purpose for the grant (in 1-2 sentences)
- Amount requested

- Check designation:
  - a. The entity the check should be made out to if request is approved
  - b. The name and address of the individual to whom it should be mailed
- The following statement – *“I am submitting this grant application as a member (or officer) of the (name) branch (or other entity) of AAUW NJ. Submission of this information represents my signature.”*

**2. Project Description** – Provide a description of the overall project with items below.

- a) Type of project - conference, workshop, product, research, etc.
- b) Objectives and desired outcomes
- c) Activities and timelines
- d) The target audience (population, number and diversity of those served)
- e) Individuals responsible, point of contact
- f) Publicity plan
- g) Information about needed resources (e.g. speakers, materials)

**3. Impact – Describe the following:**

- How does the project align with the mission and goals of AAUW and AAUWNJ?
- How would this grant help?

**4. Evaluation**

- Describe how project success will be measured. (e.g. summary of the project, use of evaluation forms).
- Where applicable, submit a sample evaluation form.

**5. Membership involvement**

- Describe the involvement of AAUWNJ members and other participants.
- Will the major responsibility for the overall project be held by AAUWNJ members or by another organization? If another organization, provide information about that organization.
- Provide the name(s) and role(s) of all other organizations involved in the project.

**6. Budget**

- Prepare a detailed budget that describes all funds requested.
- List all in-kind contributions from the branch or any other AAUW entity, members or other sources. In-kind can include venue, equipment, donations, and other grants.