

AAUW- Florida Grants

July 2011 – June 2012 and July 2012 - June 2013

Mini Grant Project Guidelines & Instructions

Please read the guidelines and instructions carefully before completing the grant application which follows. It is important that you follow the directions carefully and answer all the questions completely. The application form is available on the AAUW-FL website: www.Florida-aauw.org under Forms.

Purpose: Mini grants will provide applicants with funds in the amount of \$100 to \$500 to support the Action Priorities of Florida AAUW; advance the Florida AAUW mission; develop the programmatic elements of the Florida Strategic Plan; and/or provide opportunities for women and girls to achieve their full potential.

Eligibility: Any Florida AAUW Branch or inter branch may submit a proposal that has direct community impact and follows the stated purposes mentioned above. However, no branch or inter branch may receive a grant in **two consecutive years for the same project**.

Criteria for Selection: (1) Clear and specific objectives; (2) Creativity of solution to problem or concern; (3) Evidence of careful planning, feasible plan of action, realistic plan of action, realistic time frame, and clear evaluation process; (4) Validity of budget proposal; (5) Clarity of written proposal.

Funds can be used for: postage, mailing, shipping, copying or duplication, equipment leasing, audio-visual materials, project related telephone costs, advertising, publicity, graphic design, honoraria (no more than half the total requested), travel, lodging, food or beverages for the event.
Funds cannot be used for: salaries and scholarships, building funds, purchase of equipment, personal expenses or previous expenses.

Regulations: The grant *must be administered by the branch*. Branches are welcome and encouraged to collaborate with other organizations but the project must have an AAUW Florida member in charge. Grant recipients must complete the Grant Report found on the AAUW Florida website as soon as their project is completed so other branches can learn from their projects. The project must be completed by the end of the appropriate fiscal year, which is June 30. Grant recipients may be asked to report on their projects at the AAUW Florida state conventions. Projects may not seek to influence new or pending legislation or favor a political candidate or party. **UNSUCCESSFUL PROPOSALS MAY BE RESUBMITTED ONLY ONCE.**

Funding Cycles: There are **two (2)** funding cycles for Mini Grant applications. They are: **Fall (August 15, 2011/12 deadline with an award date by October 15, 2011/12) and Winter (January 15, 2012/13 deadline with an award date by March 15, 2012/13)**. Both cycles have a completion date of **June 30**, of the appropriate fiscal year. It is strongly recommended that applications be submitted online to speed the review and approval process. Branches sending paper applications must submit **5 copies** of all materials. When all the grant money has been

awarded, no more applications can be approved, regardless of the date. Information regarding the availability of grant funds can be obtained by contacting the Grant Coordinator by phone or email shown below.

Suggestions for Projects: Mini-grant projects should be action-oriented and should involve the community in some way. The following projects have been proposed by branches: math/science camps or programs; Rolling Readers; "Girls Can"; Title IX; Sports Equity; mentoring; women's history projects; evaded curriculum (domestic violence, drugs, body image, etc); diversity projects; economic empowerment for women programs; etc. These are only suggestions, and are not meant to be all-inclusive.

Instructions for Completing the Application

1. Complete the cover page. This page will be kept by the Grant Coordinator. Grant applications will be assigned a number to insure anonymity upon their submission and then forwarded to reviewers for their recommendations.
2. Complete all items on the AAUW Grant Application Form. Be brief but specific. This form may be downloaded from the www.florida-aauw.org website. Please **DO NOT INCLUDE YOUR BRANCH'S NAME IN ANY OF THE INFORMATION** provided in the grant narrative as to maintain anonymity with the reviewers.
3. The budget page should show the full expenses for the project and include evidence of availability of additional funding for the project from sources other than the mini grant, even if it is in-kind funding. List specifically what you are purchasing (e.g., if a video, give its name; if office supplies, state specific items). Other funds may be from your branch or financial donations outside your branch. In-kind contributions might be number of hours worked by the project director, committee member, etc. Assign a dollar value per hour taking into account your volunteer status. For the donation of a facility, list the usual rental charge. You may call the Grant Coordinator for any clarifications.
4. Submit your completed form online to: Georgianna Pentinen, Grant Coordinator, at gpentinen@tampabay.rr.com If the application must be mailed ask Georgianna for her mailing address and then send her 5 copies of your proposal.
5. A brief report is required from the branches awarded the mini-grant upon the project's completion. The report should contain the results of your evaluations, how visibility was achieved, how many individuals were impacted, how well you met your goals, and how and to whom the results were distributed. For the budget page, use a copy of the proposed budget application page, completing the column "Actual Amount Spent" to verify how you spent the money. The report must be **submitted** to the Grant Coordinator within **30 days after the project is completed**. The form is available at www.florida-aauw.org under Forms.