Princeton Area
COMMUNITY FOUNDATION

The Fund for Women and Girls
2013 Application Instructions

HOW TO APPLY

Your application should be unbound (no binders, folders, portfolios) and contain one copy of each of the following four elements:

1. **Cover Sheet:** Typed or clearly printed. (The form is included.)

2. **Description of your project:** Typed and double-spaced. Your description must not exceed five (5) pages. It should include the following three sections.

   Summary– In this section state *briefly*:
   - Your organization's mission, goal(s), and history
   - The purpose of the proposed project
   - The results you aim to achieve
   - How the grant money would be used (i.e. salaries, supplies, consultants, reports)

   Project Purpose – In this section, describe:
   - The problem or opportunity being addressed
   - The work to be done. How, where, when, and how often it will be carried out
   - Who will benefit from the work, including the number of people, where they live, and key characteristics (i.e. gender, age, race, occupation. Include how they will be involved in informing, planning or executing the project
   - Timetable
   - Partners and their roles
   - What qualifies your organization to do the work (i.e. experience, knowledge, resources, certification)
   - Key staff involved in the project, their roles and qualifications
   - Similar organizations and/or projects and how your organization and project differ
   - Plans to continue the project after this grant period and how it will be financially supported

   Assessment – In this section, describe:
   - The goal(s) of your project
   - How success will be defined, measured and documented
   - What role, if any, the population to benefit from the project will play in measuring its success
   - How the results of your assessment will be used

3. **Budget:** (Typed or printed) Using the Project Budget form available on www.pacf.org, list the following:

- On page 1, the amounts committed and requested for this project from all sources, including the Community Foundation
- On page 2, the expenses for the project
- On page 2, which expenses are priorities for funding in the event the Community Foundation can provide some, but not all, of the support requested

4. **Attachments:** One copy of the <u>most current</u> version of each of the following:

- Current organizational operating budget, including revenues and expenses
- Financial statements independently audited, unless exempt (including Management Letter)
- A list of the organization's Trustees and their affiliations
- Board-approved current strategic plan

How To Submit An Application

Mail or hand deliver your application(s) to the Princeton Area Community Foundation, 15 Princess Road, Lawrenceville, NJ 08648 by 5 pm on the proposal due date. Proposals must be delivered, <u>or postmarked</u>, on or before the deadline.

Please do <u>not</u> e-mail or fax applications.

If You Need Help

The Community Foundation offers **Grant Information Sessions** at its office located at 15 Princess Road, Lawrenceville, New Jersey. These sessions walk you through the grant guidelines and application forms, and they give you an opportunity to ask questions. Attendance <u>is suggested but not required</u> in order to apply for a grant.

If you want to attend a session, please visit our website www.pacf.org for upcoming dates.

The Community Foundation staff is always happy to answer specific questions. Please call or email for assistance.