AAUW-FLORIDA MINI-GRANTS

Project Guidelines & Instructions

Please read the guidelines and instructions carefully before completing the grant application. It is important that you follow the directions carefully and answer all the questions completely. The Mini-Grant Application Forms are available on the **AAUW-FL** website [aauw-fl.aauw.net](http://aauw-fl.aauw.net) under Forms.

There are three forms; 1) a Cover Page with the Branch President’s and Project Manager’s signatures, 2) The Mini-Grant Application Form and 3) the Mini-Grant Report Form.

**NOTE: Application Forms must be submitted on or before October 1 to be considered for funding in the current year beginning with 2020-2021. A second round of applications may be accepted on or before January 31, if mini-grant funds remain available.**

**Purpose:** Mini-Grants will provide applicants with funds in the amount of $100 to $500 to advance the AAUW-FL mission and/or provide opportunities for women and girls to achieve their full potential.

**Eligibility:** Any AAUW-FL 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 time frame and clear evaluation process; (4) Validity of budget proposal; (5) Clarity of written proposal.

**Funds may be used for**: postage, mailing, shipping, copying, equipment leasing, audio-visual materials, project related communication costs advertising, publicity, graphic design, 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**: 1)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-FL member in charge. 2) Grant recipients must complete the Mini-Grant Report Form found on the AAUW-FL website within 30 days of the project’s completion to allow for accountability, evaluation and sharing among Branches. 3) The project must be completed by the end of the appropriate fiscal year, which is June 30. In special circumstances an extension for completion date may be requested. 4) Mini-Grant recipients may be asked to report on their projects at the AAUW-FL state convention. 5) Projects may not seek to favor a political candidate or party. 6) Unsuccessful proposals may be resubmitted only once. 7) Funds not used or fully expended must be returned.

**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: equity for women; equal pay; math/science camps or programs;Title IX; Sports Equity; mentoring; women’s projects; economic empowerment for women programs. These are only suggestions and are not meant to be all-inclusive.

**Instructions for Completing the Application**

**NOTE: Application Forms must be submitted on or before October 1 to be considered for funding in the current year beginning with 2020-2021.**

Forms may be downloaded from the [aauw-fl.aauw.net](http://aauw-fl.aauw.net) website.

1. Complete the Cover Page.

2. Complete all items on the AAUW-FL Mini-Grant Application Form. Be brief but specific.

 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 members, etc. Assign a dollar value per hour taking into account your volunteer status. For the donation of a facility, list the usual rental charge. Contact the Director for Programs for any questions or clarifications.

3. Submit your completed forms via email to Bea Holt, Director for Programs; beaholt45@gmail.com

4. Completed Applications are subject to review by the Director for Programs and forwarded to the Board for action.

5. The Executive Committee will review and act upon the Application within a reasonable time period. Applications may be approved, denied or returned with a request for further information.

6. The AAUW-FL MINI GRANT REPORT FORM must be submitted within 30 days after the project is completed to Bea Holt, Director for Programs; beaholt45@gmail.com.

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