**AAUW-FLORIDA PROJECT GRANTS**

Guidelines & Instructions 2022-2023

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

There are three forms: 1) Cover Page with the Branch President’s and Project Manager’s signatures; 2) Application Form; 3) Report Form.

**Application Forms must be submitted by one of the following deadlines: October 1, January 1, March 1.**

**Purpose:** Project 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.

***New this year: Any two branches who work together on a larger project may apply for up to $1500. Each branch should submit a cover page, including a Project Manager, but one branch should take the lead and continue the application. Make sure it is clear which branch will receive and administer the grant and be responsible for the final report.***

**Eligibility:** Any AAUW-FL branch may submit a proposal that has direct community impact and follows the stated purposes mentioned above. However, no 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, food or beverages for the event. Funds cannot be used for salaries, 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 Project 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) Project 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**: Projects should be action oriented and should involve the community in some way. The following projects have been proposed by branches: Start Smart programs; math/science camps or programs; mentoring of students; community expo; local women’s history; get out the vote campaign.

**Instructions for Completing the Application**

Forms may be downloaded from the [aauw-fl.aauw.net](http://aauw-fl.aauw.net/) website. Look for Project Grants under ‘Branch Resources’.

1. Complete the Cover Page.

2. Complete all items on the 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 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 and 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 with any questions.

3. Submit your completed forms via email to Diana Sells, Director for Program; aauwflsells@gmail.com.

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

5. The applications will be reviewed within a reasonable time period. Applications may be approved, denied or returned with a request for further information.

6. The AAUW-FL Project Grant Report Form must be submitted within 30 days after the project is completed to Diana Sells, Director for Program: aauwflsells@gmail.com.