**AAUW-FLORIDA PROJECT GRANTS**

 Guidelines & Instructions 2024-2025

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.

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

**Applications must be submitted in time to meet one of three deadlines:  October 1, December 1, February 1.  Applications will be reviewed, and final approval given at meetings of the state board of directors held after these dates. These awards will not be granted for a fundraiser.**

**Purpose:** Project Grants will provide a branch 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.

***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, venue rental, 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 June 30 of the appropriate fiscal year. In special circumstances an extension 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, including in-kind funding, such as waiver of venue rental or donated supplies.

List specifically what you are purchasing (e.g., if a video, give its name; if office supplies, state specific items).

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

4. Completed applications will be reviewed by the Project Grant Committee and approved by the Board.