



Checklist for Proposals 2012 Unidas Grant Cycle

Proposal packets are due in the Women's Foundation office by
Thursday, March 1, 2012 at Noon

Please send us **one original** and **18 copies** of the application packet (not to exceed eight (8) pages including the cover sheet and budget) with the following items in this order:

- The Cover Sheet provided, completed in lieu of a cover letter.
- A narrative responding to all twelve questions posed in the application. This narrative should be no more than six (6) typed pages, double-spaced, one-inch (1") margins in no less than 11 pt. font on white paper only.
- Program Budget

Please submit **only one** copy of the following two items:

- Financial statements for your organization's most recently completed fiscal year, including a balance sheet and income statement.
- Your IRS 501 (c)(3) determination letter (if applicable). Groups without tax-exempt status must describe their not-for-profit status and organizational structure.
- A copy of your curriculum. Organizations with new and/or developing programs are encouraged to apply and should attach an outline of the proposed curriculum.

Additional Notes:

- ***Do not fax or e-mail proposals, submit videotapes, include any attachments not specifically requested, or put proposals in binders or covers.***
- ***Incomplete proposal packets will not be reviewed. This checklist does not need to be included in your proposal package.***
- ***If you need any assistance with completing the application, please contact Hillary Rosenfeld at (520) 622-8886 or unidas@womensgiving.org.***



**The Women's Foundation of Southern Arizona
2250 E. Broadway Blvd.
Tucson, AZ 85719
(520) 622-8886**

Unidas 2012 Grantmaking Program

Unidas, a feminization of the Spanish word unidos (united), teaches girls about leadership, philanthropy and social justice issues. Unidas is a program designed to give high school-aged girls hands-on experience in grantmaking.

Under the auspices of the Women's Foundation of Southern Arizona, Unidas participants have researched and analyzed the social justice issues facing girls in our community. Participants have created this request for proposal, and will conduct the application review, site visits, and will allocate funds to local agencies totaling \$8,000.

The Women's Foundation of Southern Arizona (WFSA) is a social change organization committed to helping women and girls overcome economic, political, gender and social barriers. Our mission is to foster equity and opportunity for women and girls. WFSA has nearly 20 years of experience in making grants in southern Arizona.

Grantmaking Focus: Self-esteem and Education

Mission:

The mission for the 2012 Unidas grant cycle is to increase self-esteem in young women and girls by encouraging the pursuit of higher education.

Funding Criteria:

Unidas will invest a total of \$8,000 in programs that provide educational programs that increase self-esteem in young women and girls and their pursuit of higher education (ex. after-school programs, classes, presentations, workshops or conventions).

Special consideration will be given to programs that encourage young women and girls to pursue degrees in male-dominated fields.

Eligibility Requirements

- Programs must serve communities in the greater Tucson area.
- Applications are not accepted from individuals, sports teams, political or lobbying organizations, organizations that discriminate, or religious organizations formed for sectarian purposes.
- Grant requests will not be considered for auctions or fundraising events, debt reduction, endowment funds, capital campaigns, litigation or legal expenses, productions or performances.



Unidas Guiding Principles

Unidas values programs and organizations that:

- Exhibit a meaningful need for the financial support provided through the Unidas grant cycle
- Improve the quality of life for girls and young women
- Address the causes of problems, as well as provide solutions
- Encourage broad-based community involvement
- Have programs that may be replicated
- Have a long-term perspective
- Have demonstrated successful outcomes or are willing to evaluate the effectiveness of their programs
- Collaborate to improve efficiency or effectiveness

Application Instructions

If you wish to apply for the Unidas grant cycle, please complete the following application. Completed applications may not exceed eight (8) pages in length (including the cover page and budget) and must be double spaced in no less than 11pt. font. Applicants may not request more than \$8,000 and organizations may submit up to two grant applications if the programs are different but still meet the grants criteria.

Applications must be received by the Women's Foundation of Southern Arizona no later than Thursday, March 1, 2012 at noon. All applications should be hand delivered or mailed to:

Hillary Rosenfeld, Program Coordinator
Women's Foundation of Southern Arizona
2250 E. Broadway Boulevard
Tucson, Arizona 85719

All applications will be reviewed by Unidas participants. The second part of the review process includes a site visit with Unidas participants and **organizations must be available March 28-29, 2012** for site visits. The Program anticipates receiving many more requests than can be funded. An invitation for a site visit is an indication on the part of Unidas that they are interested in learning more about the project and not a guarantee of funding.

For questions, please contact Hillary Rosenfeld at (520) 622-8886 or unidas@womensgiving.org.



Unidas 2012 Grant Cycle

This form must be submitted with your original application in order for your application to be considered. Please type or write legibly. All applications are due no later than Thursday, March 1, 2012 at noon.

Organization Information

Organization Name _____

Executive Director _____

Office Phone _____ Fax _____ E-Mail _____

Address _____

City/State/Zip _____

Date **ORGANIZATION** started _____ Annual **ORGANIZATION** budget \$ _____

Does your **ORGANIZATION** have 501(c)(3) status? () Yes () No

Has your **ORGANIZATION** applied to WFSA before? () Yes () No

If yes, please indicate most recent year _____

Has your **PROGRAM** been funded by WFSA before? () Yes () No

If yes, please indicate most recent year _____

and the amount \$ _____

Write a brief description (no more than 3 sentences) in the space provided about your organization and its mission.

Program Information

Program Name _____

Person with Primary Responsibility for Program _____

Office Phone _____ Fax _____ E-Mail _____

Address _____

City/State/Zip _____

Amount Requested \$ _____ Total annual **PROGRAM** budget \$ _____

Write a brief description (no more than 3 sentences) in the space provided about your program. This description may be used in WFSA materials.



Please respond to the following questions. Your narrative should be double spaced in no less than 11pt. font and should not exceed six (6) pages in length.

1. Briefly summarize the organization's history, mission and how this proposal supports the mission.
2. Explain how the proposed project meets the Unidas funding criteria.
3. Summarize the goals and activities to be supported by the grant. Please be specific about how the funding will be used.
4. Describe your approach to providing educational programs to help increase self-esteem in young women and girls and their pursuit of higher education.
5. Who are your program participants and/or clients? How many do you serve? Are there restrictions on whom you serve (i.e. age, gender, religious background, race, etc.)?
6. What new developments have you made to your program in the last 3 years?
7. How do you create a comfortable environment in which participants feel free to discuss any and all topics in an educational setting? How do you insure trust and a nonjudgmental and confidential atmosphere?
8. What differentiates your program from other programs?
9. Describe how young women are/will be involved in your program's development.
10. Does your organization utilize volunteers? What is the process for screening and training volunteers? Will the proposed project use volunteers?
11. How do you publicize your organization? How will potential program participants and/or clients learn about this particular program?
12. Briefly state how the organization will evaluate the results of the project/plan and measure impact. If this is an existing program, what feedback have you received from program participants?



Proposed Program Budget

Program Name: _____

<i>Item</i>	Total Amount Needed for Program	Amount Secured from Other Sources	Amount Requested from WFSA	Balance to be Raised
PERSONNEL EXPENSES				
# of FTE's	\$			
ERE*	\$			
Consultants	\$			
Subtotal	\$			
OTHER THAN PERSONNEL EXPENSES				
Rent/Space	\$			
Utilities	\$			
Equipment	\$			
Materials/Supplies	\$			
Travel	\$			
Telephone	\$			
Postage	\$			
Printing	\$			
Bookkeeping	\$			
Audit	\$			
Insurance	\$			
Other (specify)				
	\$			
	\$			
	\$			
Subtotal	\$			
TOTAL	\$			

*Employee Related Expenses (fringe benefits, taxes)

Agency annual budget: _____

List other funding sources/amounts identified for this project. Are these sources pending or secured?