



## GUIDELINES AND APPLICATION INSTRUCTIONS

The **Women's Initiative Fund** of the Connecticut Community Foundation seeks grant applications from nonprofit organizations providing services and programs for women or women and their children in the areas of education, equal opportunity, social services, and health care may apply for grants from the Women's Initiative Fund. Grant requests should not exceed \$7,500.

The grants committee of the Women's Initiative Fund will review grant applications for the **Lois Livingston McMillen Fund**. The McMillen Fund makes grants to non-profits that serve women and children who are victims of physical, emotional or psychological abuse, sexual assault and domestic violence. Assistance may be in the nature of shelter, counseling, advocacy, education, and training and similar services and programs. Grant requests should not exceed \$10,000.

Programs must serve residents of towns in the Foundation's service area: Beacon Falls, Bethlehem, Bridgewater, Cheshire, Goshen, Litchfield, Middlebury, Morris, Naugatuck, New Milford, Oxford, Prospect, Roxbury, Southbury, Thomaston, Warren, Washington, Waterbury, Watertown, Wolcott, and Woodbury. Individuals are not eligible for funding.

The committee looks for programs which do not duplicate current services in the community.

Budgeted items may include personnel costs, supplies, equipment, and overhead costs.

### **Please submit:**

#### **(1) A proposal letter of no more than two pages that addresses the following:**

- What is the specific project for which funding is requested?
- Do you collaborate with other agencies/organizations to run this program?
- What is the timeframe for the proposed program?
- How many people do you expect to serve through this program?
- Is this a new or existing program?
  - If existing, why is additional funding required? What has been the impact of the program to date in achievement of objectives?
- What are the goals/outcomes of the proposed program?
- Explain how this program specifically benefits women, children or women and their children.

**(2) A project budget including major expenses and revenues for the proposed project.** Please include a list of all project revenue sources, indicating whether funds are pending or secured and what portion, if any, of the project budget is included in the organization's operating budget.

**Please indicate if this project will go forward if a grant from the Women's Initiative Fund or McMillen Fund is not awarded.**

**(3) A Grant Request Summary Sheet (following page)**

**(4) A copy of the organization's current year budget and a brief statement describing your organization's history, services and client base.**

**(5) A copy of your organization's current board of directors or trustees.**

**(6) If your organization is a first time applicant to the Foundation, please provide one copy of the organization's 501(c)(3) IRS determination letter**

**Deadline: Applications must be received no later than Friday, September 10, 2010.**

**Send application and required information to:**

**By email to [amerriamfeinberg@conncf.org](mailto:amerriamfeinberg@conncf.org)**

Or to Ann Merriam Feinberg, Connecticut Community Foundation, 43 Field Street, Waterbury, CT 06702.

For further information, please go to our website at [www.conncf.org](http://www.conncf.org) or contact Ann at 203-753-1315 or [amerriamfeinberg@conncf.org](mailto:amerriamfeinberg@conncf.org).

