

**THE WESTPORT YOUNG WOMAN'S LEAGUE INC.  
2020- 2021 GRANT APPLICATION**

**WYWL 2020- 2021 Grant Application Deadline: 11:59 PM EST on October 31, 2020**

# BEFORE YOU BEGIN...

**WYWL Mission Statement:** The Westport Young Woman's League, Inc. is a nonprofit, philanthropic organization of women committed to building community through volunteerism, social activities and fundraising for charities in lower Fairfield County.

The Westport Young Woman's League (WYWL) has organizational goals that focus our giving to three funding categories: **1) No Hunger, 2) Quality Education, 3) Good Health & Well-Being.** Being a Westport, CT based nonprofit group, we prioritize our giving to nonprofit organizations in Westport and surrounding towns and cities.

## FAQs

- **What are the three organizational goals?**

The three organizational goals are a blueprint to achieve a better and more sustainable community. They are interconnected and address a few of the challenges faced locally. Since 1956, the WYWL has given grants to local nonprofit organizations that fit into one or more of these funding categories as they are close to our heart and align with our mission of *building community*.

**No Hunger:** End hunger, achieve food security, improve nutrition, and promote sustainable agriculture.

**Quality Education:** Ensure inclusive and equitable quality education and promote lifelong learning opportunities that will build a foundation of improving lives.

**Good Health and Well-Being:** Ensure healthy lives, uphold quality of life impacts, and promote well-being. These are essential to sustainable development.

- **What are Super Grants?**

WYWL grants equal to or greater than \$10,000 are considered Super Grants. Super Grants are not guaranteed to be given out annually. Please be mindful that the amount requested for your project is an accurate estimation of need.

- **If we have received a Grant or Super Grant in the recent past, can we reapply?**

Yes, if your organization is in need of funding, then we encourage you to apply!

- **How much money does WYWL have to give?**

The WYWL holds annual fundraisers to fund our Grants. WYWL's grant money varies in amount based on the performance of our fundraisers. Please be mindful that the amount requested for your project is an accurate estimation of need.

- **After the Grant Application is submitted, what's next?**

As our Grants Committee, Board of Directors and Membership work through the applications, we may contact you in the new year to ask you follow up questions. You will be notified before June 2021 about any decision made on your application. If the WYWL funds your project, Grant monies will be allocated no later than June 2021.

## GRANT APPLICATION SUBMISSION INSTRUCTIONS

Email your application and appendix attachments to: [grants@wywl.com](mailto:grants@wywl.com) and [cogrants@wywl.com](mailto:cogrants@wywl.com)

Email subject line: "[ORGANIZATION NAME] 2020-2021 Grant Application"

Please remember that this application must be received no later than *11:59 PM EST on October 31, 2020*. It is important that this application is filled out in its entirety and that the information provided is concise, accurate and up to date. Applicants need to provide accurate Grant proposal contact information to be considered for a WYWL Grant.

Please email our WYWL Grants Chairperson ([grants@wywl.com](mailto:grants@wywl.com)) with any questions you may have about the Grants process. The WYWL appreciates you and thanks you for all that your organization does for our community!

## 2020-2021 WYWL GRANT APPLICATION

ORGANIZATION NAME		INTERNAL USE ONLY			
		1	2	3	4
GRANT PROPOSAL CONTACT NAME & EMAIL		TITLE	PHONE		
FULL LEGAL ORGANIZATION NAME		YEAR EST.	501 ( C ) ( 3 ) ?		IF YES, EIN
			YES	NO	
ADDRESS					
		<b>IF NO, PROVIDE FISCAL SPONSOR INFO</b>			
WEBSITE	PHONE	TOTAL ORG. BUDGET	SPONSOR NAME		EIN
SOCIAL MEDIA			SPONSOR ADDRESS		
EXECUTIVE DIRECTOR NAME	TITLE	FISCAL YEAR			
ADDITIONAL POINT OF CONTACT	TITLE	MONTH	TOTAL # OF BOARD MEMBERS		
			TOTAL # OF FULL TIME STAFF		
EMAIL	PHONE	DAY	TOTAL # OF PART TIME STAFF		
			TOTAL # OF VOLUNTEERS		
ORGANIZATION MISSION STATEMENT					
BRIEF ORGANIZATION DESCRIPTION					
BRIEF OVERVIEW OF POPULATION SERVED					
GRANT/ PROJECT NAME					
PROJECTED GEOGRAPHIC AREA SERVED		ESTIMATED PROJECT BUDGET		REQUESTED GRANT AMOUNT	
SUBMITTED BY NAME & TITLE (PRINT)		SIGNATURE			DATE

## GRANT PROPOSAL SCOPE

### STATEMENT OF NEED

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### GRANT PROPOSAL SUMMARY

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### BACKGROUND OF NEED

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### APPROX. NUMBER OF INDIVIDUALS IMPACTED

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### PROJECT GOALS & OBJECTIVES

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### DURATION OF PROJECT IMPACT

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### ESTIMATED PROJECT TIMELINE

TASKS	START	END	DAYS	STATUS

### PROJECT TIMELINE SUMMARY (IF APPLICABLE)

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### PROJECT SUPPORT TEAM

NAME	ROLE	RESPONSIBILITIES

### PROJECTED ITEMIZED BUDGET

ITEM DESCRIPTION	JUSTIFICATION	COST	QUANTITY	TOTAL

TOTAL

## ORGANIZATION SUMMARY

**ORGANIZATION'S CURRENT PROGRAMS/ ACTIVITIES (including any service statistics, strengths, and/or accomplishments)**


**TOP FIVE INCOME SOURCES**

SOURCE	DOLLAR AMOUNT	% OF ANNUAL OPERATING BUDGET

**ORGANIZATION'S FUNDRAISING EVENTS**


**GOVERNMENT FUNDING (LIST & SELECT ALL THAT APPLY)**

TITLE	2018	2019	MUNICIPAL	FEDERAL	STATE

**What is your relationship with the WYWL? List past community service, sponsorship, fundraising collaboration (ex: CraftWestport, Minute Man Race), WYWL General Meeting guest speaker, grant(s) received, etc. Include dates.**

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**If you received a Super Grant in the past, list what year(s) and detail how that Super Grant was spent, when the grant was spent, and whether the grant achieved the desired outcome or goal of the project.**

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**Does your organization currently have any member(s) of the Westport Young Woman's League on the Board, a frequent volunteer, or an employee? If YES, list their name(s) below.**

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**If the WYWL were only able to partially fund your grant request, will you be able to proceed with your project with support from other sources? YES/ NO?**

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**If the above answer is NO: Will you be able to proceed with your project at all; perhaps with a smaller impact?**

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**If your grant request is funded (partially or fully) by the WYWL, will your organization be ready to spend the grant on the anticipated project/program within a year of receipt of funding? YES/ NO**

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**If your grant request is funded (partially or fully) by the WYWL, what opportunities to acknowledge or otherwise mention WYWL's support of your organization's project will be provided?**

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<b>APPENDIX</b>
<b>PLEASE PROVIDE THE FOLLOWING MATERIALS WITH APPLICATION</b>
<b>FINANCES</b>
Most recent audited (if available) annual report including financial statement and showing actual expenses
The organization budget for current fiscal year, including income and expenses
The budget for the specific project or program for which you are applying, with all anticipated expenses detailed and prioritized. Include other additional sources of funding, pending or already committed to the project
The final budget vs. actual accounting for any project or program which WYWL funded in the past 24 months
<b>COMPLETE LIST OF TRUSTEES/ BOARD MEMBERS AND OFFICERS</b>
<b>COPY OF CURRENT IRS DETERMINATION LETTER (OR YOUR FISCAL SPONSOR) INDICATING TAX- EXEMPT 501 ( C ) ( 3 ) STATUS</b>
<b>ADDITIONAL SUPPORTING PROJECT DOCUMENTS (OPTIONAL)</b>