



Women's Fund  
of Long Island

## 2012 Application Cover Sheet

Organization Name: \_\_\_\_\_

Project Name (if Different): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Website Address: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person for this Grant Proposal: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

Address (If Different from Above): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Do you have Tax-Exempt 501(c)(3) Status? Yes \_\_\_ No \_\_\_ 501(c)(4) Status? Yes \_\_\_ No \_\_\_

If Not, Name of Organization Serving as Your Fiscal Agent for this Project:

\_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Chief Executive of Fiscal Agent: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Estimated Project Start & End Dates: \_\_\_\_\_

Total Organization Annual Budget: \$ \_\_\_\_\_ Total Project Budget: \$ \_\_\_\_\_

Amount Requested from Women's Fund of Long Island: \$ \_\_\_\_\_

Estimated Number of Women and Girls Served Annually By your Organization: \_\_\_\_\_

Estimated Number of Women and Girls Served Annually By your Proposed Project: \_\_\_\_\_

## 2012 Application Cover Sheet

**Brief Description of the Project for which you are seeking a Women's Fund of Long Island (WFLI) Grant (1 to 2 sentences):**

---

---

**What is the Primary Social Change Shift This Project Addresses (PICK ONLY ONE):**

- A Shift in definition or reframing of issues:** The issue is defined differently in the community or larger society.
- A Shift in individual or community behavior:** People are behaving differently in the community or larger society.
- A Shift in engagement:** People in the community or larger society are more engaged. Critical mass has been reached.
- A Shift in policy:** An institutional, organizational, or legislative policy or practice has changed.
- Maintaining past gains:** Past gains have been maintained, generally in the face of opposition.

**Which 2012 Funding Priority Does this Project Address Most Directly? (PICK ONLY ONE MAIN CATEGORY AND AS MANY SUB-CATEGORIES IN THAT MAIN CATEGORY AS THEY APPLY):**

- Economic Opportunity & Financial Stability**
  - job skills development and training
  - workforce and economic development support for women (e.g. access to education, childcare, healthcare, housing and transportation)
  - career planning and development in the higher-paying non-traditional employment fields of science, technology engineering, math, the trades or other "green" jobs
  - financial literacy & efforts to respond to the economic needs of women and girls of all ages. (e.g. poverty prevention, career development and addressing issues that affect the aging female population)
- Gender Equity & Women's Rights**
  - gender equity in education
  - anti-discrimination and anti-bullying
  - advocacy for women's human rights
  - advocacy for women's workplace rights and pay equity
  - advocacy for preventing and responding to violence against women
- Leadership**
  - leadership development (e.g. political, professional, and philanthropic)
  - political empowerment
  - self-esteem building

**Please describe in ONE sentence how your project will address ONE main category:**

---

**Chief Executive Signature (required for application submission):** \_\_\_\_\_

**Or please provide Chief Executive Signature of Fiscal Agent:** \_\_\_\_\_

# 2012 Grant Application Detailed Project Proposal

## Organization Information (no more than one page)

1. Briefly describe your organization's mission, history, and accomplishments.

## Project Plan (between 4 to 6 pages)

1. Briefly describe the project for which you are seeking a WFLI grant.
2. Describe what **problem** or **need** your proposed project will meet and how you determined this need. Be sure to specifically address **how your proposed project fits within at least one of the funding priorities** described in the 2012 Request for Proposal.
3. Describe how your project will **make a difference for women and girls** on Long Island.
4. Briefly describe your project's **goals**. How will you know if you succeeded at the end of this project? What changes will you see?
5. Describe in detail how this project will address the Social Change Shift selected on page 2 of this application.
6. Describe the **strategies** and **activities** you will use to implement your project. **Who** will implement your project? What is your estimated **timeline** for the proposed activities?
7. As non-profit organizations, we are often faced with both opportunities and challenges as we carry out our mission. Please describe any **opportunities** this project will take advantage of **AND** any **challenges** you think you may face in implementing this project.
8. Briefly describe **how you will use the funds requested** for this project. Please include a brief budget document and **describe** in a few sentences **exactly what the funds will be used for** (e.g. \$2000 will be used to purchase books and materials for a pay equity training workshop or \$1500 will be used to pay a portion of a counselor salary for victims of domestic violence). Please also describe how you will ensure the **sustainability** of this project once your grant cycle with WFLI is completed.

## Supporting Documentation

1. Please submit a proposed budget for this project that includes both projected income and expenses. Please see the Sample Project Budget form for a helpful example of the type of budget information we need.
2. Please submit your 501(c)(3) or 501(c)(4) tax-exempt letter from the IRS (or include one from your fiscal agent if applicable).
3. List your current Board members with affiliations.
4. Include letters of agreement from current or potential partners if your proposed project includes any collaborative efforts.

## Sample Project Budget

<b>Expense Item</b>	<b>Amount</b>
<b>Portion of Therapist's Salary</b> (% of annual salary or # of hrs and rate)	\$3,200
<b>Specialist Consultant Fees (Specify)</b>	\$850
<b>Equipment for Project (Specify)</b>	\$1,400
<b>Office Expenses (Supplies, Printing, Copying, Postage, etc.)</b>	\$250
<b>Facility Fee</b>	\$750
<b>TOTAL</b>	<b>\$6,450</b>

<b>Revenues</b>	<b>Amount</b>
<b>WFLI Grant</b>	\$5,000
<b>Government Grants</b>	\$
<b>Foundations (Specify Name of Grant):</b>	\$
<b>Corporations (Specify Name of Grant):</b>	\$600
<b>Individual Contributions</b>	\$300
<b>Earned Income (Events, Publications, Products, etc.)</b>	\$
<b>Client Fees</b>	\$650
<b>TOTAL</b>	<b>\$6,550</b>

## **2012 Grant Application Checklist**

### **Is Your Proposal Complete?**

Failure to fully complete all questions on this application or to submit required documents may disqualify your organization from consideration. Please ensure that you have answered all questions on pages 1 and 2 and have submitted all required documents by reviewing the steps listed in the checklist below:

- Submit One Original and FIVE COPIES of ALL Materials Included in Application Packet.**  
The 5 copies are submitted for review by our Grant Review Committee
- Complete Application Cover Sheet
- Complete Proposal Sheets
- Submit Proposed Project Budget
- Submit Copy of 501(c)(3) or 501(c)(4) letter (For Your Organization or Your Fiscal Agent)
- Submit List of Current Board Members With Affiliations
- Submit Letters of Agreement if Collaboration is Part of Proposed Project
- E-mail Your Brief Project Description from the Cover Sheet to [grants@womensfundli.org](mailto:grants@womensfundli.org) by **March 2, 2012**.

### **Contact for Questions:**

Fran Medaglia  
Director of Programs & Advocacy  
(516) 396-9857 Ext. 9  
[fmedaglia@womensfundli.org](mailto:fmedaglia@womensfundli.org)

### **Mail Application Package by March 1, 2012 to:**

Women's Fund of Long Island  
1740 Old Jericho Turnpike  
Jericho, NY 11753  
Attn: Fran Medaglia