



Altrusa International Foundation, Inc.

Club 21 Program

Grant Application Instruction Guidelines

The Club 21 Grant Applications must be postmarked by the due date to:

Altrusa International Foundation, Inc. One North LaSalle Street, Suite 1955 Chicago, IL 60602

Questions about grant applications may be directed to Shawna Kaiser, Foundation Administrator. **You will receive an email confirmation, to the address listed on your application, upon receipt at the International Foundation office.**

Phone: (312) 427-4410 Fax: (312) 789-4416 shawna@altrusa.org or www.foundation.altrusa.org

Terms of the Grant Club 21 Program grants are awarded to organizations that aim to meet 21st century health concerns of children and their families through **domestic camps** and **international projects**.

More than **\$2,500** may be awarded if additional funding is available, and also, if the number and quality of applications warrant the increase. The number of grants funded and the amount of each grant is dependent upon the available funding and the number and quality of applications. The Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications.

The grant recipient is obligated to use the grant award for the intended purpose and must file a Follow Up Report at the end of the grant award period. A Grant Follow-up form is included with the award letter when the grant money is forwarded to the grantee. Grant Follow-Up forms are also available on the website or from the Altrusa International Foundation Office in Chicago.

If the grant is not used for the intended purpose, the recipient must return the grant funds in full to the International Foundation. If the money is returned as requested, the requesting organization is eligible to submit another proposal at a future date.

The requesting organization is limited to **one grant per fiscal year** and all applicants must agree to the terms of the grant. If an application is not awarded Foundation funds, the organization may reapply in the next cycle.

Cover Page: Type in complete answers to all of the requested items on the cover page. The signature of the chief executive officer of the organization requesting the grant is required on the completed cover page.

In addition to the cover page, applicants **may use up to three pages to answer the 10 application questions**. *Note: Information and printed materials which help to further explain the proposal may be attached. Attachments are not counted in to the three-page application maximum.*

1. **Abstract** (5 points) In 100 words or less, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results.
2. **Eligibility Requirements** (5 points) All project grants must involve ***at least two*** of the following eligibility criteria
 - serving sick or disabled children, e.g., physical, neurological, sensory, cognitive
 - providing training in health and nutrition
 - providing an environment for sick or disabled children to work with camp activities/training
 - providing medicine and/or medical aid utilizing trained professionals
 - providing education to promote literacy and other areas of learning
 - benefitting underprivileged children requiring medical attention
3. **Need** (10 points) Describe the country, state or community's need for the grant and how many participants will be served by the project.
4. **Project Description** (25 points) Describe the project in detail, including (a) target population, (b) objectives, (c) methods of implementation, and (d) expected benefits and results. *If the project was previously funded by the Altrusa International Foundation, explain the growth of the project since that time, i.e., its reach in the community, new source of funding, new volunteers.*
5. **Altrusan Involvement** (5 points) Altrusan direct involvement is optional, but if Altrusans are involved in the project, specify the number of Altrusans who will be involved in the project and describe that types of activities that the Altrusans are expected to accomplish.
6. **Timeline** (10 points) Specify the project timeline of activities. The grant activities must take place in the grant award period.

<i>Funding Cycle</i>	<i>Applications Due</i>	<i>Funding Decisions</i>	<i>Grants Awarded</i>	<i>Follow Up Reports Due</i>
International Projects	September 15	October 31	November 30	May 31
Domestic Camps	March 15	April 30	May 15	November 30

7. **Evaluation** (10 points) Describe the planned project evaluation process including how the evaluation will be implemented and how the anticipated effects of the project are expected to impact the target audience and the community. A good evaluation should provide evidence of how the funded project has met its objectives. Examples of evaluation strategies could be a pre- and post-survey of the people who are being served by the project, records of the number of people served, or interviews of the people who have been served.
8. **Sustainability** (5 points) Explain how the applicant organization plans to sustain the project after the grant period ends.
9. **Publicity** (5 points) Define the planned publicity efforts. Describe the ways in which the applicant organization plans to tell the story of the project using local newspapers, web sites, social media, presentations at meetings or other corporate or non-profit organizations or formal published reports.
10. **Budget** (20 points) **Use the budget template that is provided** in the application to prepare a proposed budget that includes both project income and project expenses, followed by a brief budget narrative to explain how project costs were estimated. ***Be sure to note how Altrusa International Foundation grant dollars will be used.***

SAMPLE --- Proposed Budget to Altrusa International Foundation, Inc.

Name of Applicant Organization Unlimited Opportunities, Inc.	
Name of Project Cheerful Summer Camp	
Project Year 2017	
Project Income	Amount
Altrusa International Foundation grant request in this proposal	\$ 2,500.
Local Altrusa Club contribution to the project	\$ 100.
Other contributors (please list) Goodness Charitable Foundation	\$ 15,600.
Helping Hands Handicapped Association	\$ 1,125.
Camper Fees	\$ 6,250.
	\$
Total Project Income	\$ 25,575.
Project Expenses	
Supplies	\$ 500.
Equipment	\$
Food	\$ 3,125.
Clothing	\$
Educational materials	\$ 2,500. <i>(Altrusa International Foundation grant funds)</i>
Communications	\$ 100.
Postage/Delivery	\$ 100.
Other (please itemize)	\$
Camper housing	\$ 3,125.
Insurance	\$ 125.
Salaries and Benefits	\$16,000.
	\$
	\$
Total Project Expenses	\$25,575.

Budget Narrative/Justification Explain how project costs were estimated. Justify the need for the costs. ***Be sure to note how Altrusa International Foundation grant dollars will be used.***

Attachments *Information and printed materials which help to further explain the proposal may be attached.*

SAMPLE -- Budget Narrative/Justification

Project Income:

\$ 2,500. Altrusa International Foundation Grant Request

\$ 100. Local Altrusa Club contribution to the project

\$ 15,600. Other contributors: Goodness Charitable Foundation grant

\$ 1,125. Other contributors: Helping Hands handicapped Association

\$ 6,250 Other contributors: Camper fees \$250 x 25 campers

\$25,575.00 Total Project Income

Project Expenses:

\$ 500 Supplies classroom and arts and crafts supplies

\$ 3,125 Food \$25.00 per day x 5 days x 25 campers

\$ 2,500 Books, computer updates (Altrusa International Foundation Grant funds will be used to pay for educational materials)

\$ 100. Communications

\$ 100. Postage/Delivery

\$3,125. Camper housing \$25.00 per day x 5 days x 25 campers

\$ 125. Insurance \$1.00 per day x 5 days x 25 campers

\$16,000. Salaries and benefits

Camp Director \$3,000.

Secretary \$1,000.

Camp counselors 5 @ \$1,000 = \$5,000.

Teachers 3 @ \$2,000 = \$6,000.

Nurse \$1,000.

\$25,575.00 Total Project Expenses



Altrusa International Foundation, Inc.

Club 21 PROGRAM

Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) MUST be typed and included in the request.

You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Name of Applicant Organization _____

Contact Person _____ E-mail Address _____

Address _____

City _____ State/Country _____ Zip/Postal Code _____

Daytime Telephone () _____ Evening Telephone: () _____

Name of Project _____

Amount requested (may be higher than \$2,500 if Club 21 Program funds exceed the amount requested) \$ _____

Grantees are limited to one (1) grant per fiscal year (June through May).

Date your organization last received a grant _____ Amount of grant \$ _____

Terms of the Grant

- 1) The organization receiving this grant is obligated to use the money for the intended purpose.
- 2) If the grant funds are not used for the intended purpose, the recipient must return the grant money in full to the Altrusa International Foundation, Inc. If the money is returned as requested, the organization will be eligible to submit another proposal at a future date.
- 3) A Grant Follow-Up Report must be filed with the Altrusa International Foundation, Inc., at the conclusion of the grant period.

Signature of Chief Executive Officer _____

Type the name and title of the Chief Executive Officer _____

Date of Application Submission _____

**Submit completed application to:
Altrusa International Foundation, Inc.
One North LaSalle Street, Suite 1955, Chicago, IL 60602 | Phone: 312-427-4410; Fax: 312-789-4416**

Proposed Budget to Altrusa International Foundation, Inc.

Name of Applicant Organization:	
Name of International Project or Camp:	
Project Year:	
Project Income	Amount
Altrusa International Foundation grant request in this proposal	\$
Local Altrusa Club contribution to the project	\$
Other contributors (please list)	\$
	\$
	\$
	\$
Total Project Income	\$
Project Expenses	
Supplies	\$
Equipment	\$
Food	\$
Clothing	\$
Educational materials	\$
Communications	\$
Postage/Delivery	\$
Other (please itemize)	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total Project Expenses	\$

Budget Narrative/Justification Explain how project costs were estimated. Justify the need for the costs. ***Be sure to note how Altrusa International Foundation grant dollars will be used.***

Attachments Information and printed materials which help to further explain the proposal may be attached.

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