



GRANT GUIDELINES 2016-2017 GRANT CYCLE

The primary function of the WISE Women of Blair County fund, managed by the Central Pennsylvania Community Foundation (CPCF), is to use the funds entrusted to it in the most beneficial manner possible. Therefore, grants are made to projects that **benefit the people and communities of Blair County**, Pennsylvania. Grant proposals must specify in detail how the requested funds would advance the WISE Women of Blair County mission to “empower women and eliminate racism through collaboration, service and education.”

THE APPLICATION PROCESS

Organizations seeking WISE Women funds must complete and submit the Grant Application to be eligible for funding. The Grant Application must be complete, comply with the guidelines for submission and be submitted by **October 28, 2016**. See Attachment 1 for Grant Application Schedule.

Once received, the Grants Committee will conduct a thorough review of all applications. During the review process, the Grants Committee may call or schedule a meeting with representatives of the requesting organization to ask questions and obtain more information.

The Grants Committee will determine the worthiness of each grant request and present its recommendations to the WISE Women Board of Directors. A recommendation will then be made to the Central Pennsylvania Community Foundation Board of Directors for final approval.

It is important for the applying organization to check the most recent guidelines and instructions for submission in order to avoid disqualification or delay. Those guidelines, instructions and forms may be accessed on the WISE Women of Blair County website at www.wisewomenofblaircounty.org or emailing wisewomenofblaircounty@yahoo.com.

FUNDING CRITERIA

WISE Women of Blair County uses these guidelines when determining whether an organization is eligible to apply or should receive support.

1. Grant awards are limited to projects and services offered in **Blair County only**. If the organization is regional, the proposal must demonstrate how funds will be utilized and earmarked for **Blair County only**.
2. The WISE Women of Blair County awards grants for projects in the areas of **empowerment of women and elimination of racism**.
3. Grants are made to tax exempt charitable organizations under Section 501(c)(3) of the Internal Revenue Code or public charities with a 50 percent deductibility limitation. Documentation of either status is required from all applicants.
4. The organization must have been operating for a minimum of **two (2)** years.



5. WISE Women of Blair County gives priority to projects which:
- **Clearly advance the WISE Women mission;**
 - Have potential for long-term impact;
 - Have been planned in light of overall community needs;
 - **Do not duplicate** existing service; and
 - Will help those who are not being adequately served by existing community resources.

The performance history with WISE Women grants will be considered in reviewing new requests.

6. Grants are made for one (1) year, but grant applicants may submit a request for funding each year grants are available.
7. Requests asking for only a portion of the support for a project will receive priority over one which looks to the WISE Women as the sole funding source. WISE Women is especially interested in matching grants where each dollar granted will attract money from other sources.
8. Grants are not made to religious organizations for sectarian purposes but may be made to support projects serving all persons, regardless of faith or creed.

RECIPIENT RESPONSIBILITIES

1. Grant recipients are asked to generate local publicity when the grant is received, making the public aware of the support of WISE Women of Blair County through the Central Pennsylvania Community Foundation.
2. Any modifications to the approved grant project or committed funds must be approved by WISE Women of Blair County.
3. Organizations that receive funding are required to submit the Performance Report, not less than **45 days after the completion of the project** *or not later than February 16 of the following year* if it is a year-long project. The Performance Report must restate the purpose of the project, how the funds were used and any outcomes accomplished. Please view the Performance Report requirements on the website at www.wisewomenofblaircounty.org. A check for any funds remaining must be included with the Performance Report.



WISE Women of Blair County
2016-2017 Grant Cycle Schedule

<i>Date</i>	<i>Activity Required</i>	<i>Notes</i>
August 2016	Grant Application Completed and Ready to be Released	
By September 9, 2016	Release Funding Award Notice News Release... Request for Grant Applications	Announce at Health & Welfare Council's Meeting/Other Organizations
October 28, 2016	Grant Applications Due By 4 pm	Approximately 7 weeks
October 28 thru November 11, 2016	Grant Committee Reviews Applications	
November 16, 2016	<ul style="list-style-type: none"> ➤ Committee Recommendation to Board ➤ WWBC Board Approval 	
November 18, 2016	<ul style="list-style-type: none"> ➤ WWBC Board Recommendation forwarded to CPCF Board of Directors ➤ CPCF Board Approval Confirmed 	
Early December, 2016	Notification to Grantees and Those Not Receiving Grant Funding	
January 2017	<p>Presentation of Checks to Grant Recipients at Monthly Board Meeting; Remind Recipients that Performance Reports are due in approximately one (1) year.</p> <p>News/Media Release (Flo takes care of photo and media release after presentation)</p>	<p>Projects Can Occur from January 1, 2017 through December 31, 2017.</p> <p>Media Release of grant recipients after January meeting.</p>
*February 16, 2018	* Performance Report Due no less than 45 days after completion of the project or no later than February 16, 2016 if a year-long project.	

August 2016