

Guidelines for requesting a grant from the Women and Girls Mission Fund of American Baptist Women's Ministries

Background: Many girls and women worldwide are prevented from developing and experiencing their full potential individuals created by God. There are girls that do not receive the support of their families or cultures to go to school; women and girls who do not have access to medical care or the job market or other basic human rights. Misogynistic attitudes support culturally-sanctioned practices that oppress women and girls. Domestic violence endangers women and girls. The exploitation of women and girls fuels the criminal industry of sex trafficking.

American Baptist Women's Ministries, a not-for-profit organization affiliated with the American Baptist Churches USA, has a commitment to encourage and empower women and girls to serve God, and desires that each woman and girl have an opportunity to live into the fullness of God's purpose for her.

Through Christ-centered ministries of discipleship, leadership development, educational opportunities, economic sustainability, and by addressing injustices that oppress women and girls, the Women and Girls Mission Fund helps women and girls discover God's full potential for their lives.

American Baptist Women's Ministries ("ABWM") has limited funding available from its Women and Girls Mission Fund to expand its work through grants to entities that are addressing the oppression of women and girls domestically and internationally .

Grant Proposals: ABWM will consider your formal proposal requesting a grant for a new or existing project that empowers women and/or girls in the U.S./Puerto Rico or in another country/region of the world.

Grant proposals must be **submitted to American Baptist Women's Ministries by August 1**. All applicants will receive written notification regarding funding decisions by October 31.

Grants awarded are typically in the range of \$1,000 to \$3,500.

Grants may be requested for multiple years; however, awarded grants shall not exceed an aggregate amount of \$10,000 over three successive years.

Preference will be given to proposals submitted by similarly-purposed organizations with IRS 501(c)(3) not-for-profit status and an operating budget of \$300,000 or less, and/or entities affiliated with the American Baptist Churches USA.

A report evaluating the project and an audited financial statement of the grant monies used shall be due to American Baptist Women's Ministries twelve months after the grant is awarded. Any unspent portion of the grant shall be returned. The report should also include pictures and videos, when appropriate. All reporting must be received with 30 days of the program/fiscal year end and if a multi-project grant prior to new monies being disbursed.

Please use the Application Form provided below and follow the Grant Proposal Format outlined below.

**Application Form
for requesting a grant from the
Women and Girls Mission Fund**

Date of Application: _____

Name of organization to which funds would be paid. Please list exact legal name:

Project name: _____

Purpose of grant (one sentence): _____

Address of organization: _____

Telephone number: _____ Fax: _____

Website: _____ Email: _____

Executive director: _____

Project's contact person and title: _____

Is your organization an IRS 501(c)(3) not-for-profit? (Yes or no): _____

If no, please explain: _____

Grant request: \$ _____

Total project budget: \$ _____

Other funding for the project \$ _____

Dates covered by project's budget (mo/day/year): _____

Total organizational budget (for current year): \$ _____

Please follow the **Grant Proposal Format** outlined below.

Submit this Cover Sheet and your Grant Proposal to American Baptist Women's Ministries. Email to info@abwomensministries.org, or mail to 1075 First Ave STE C-210, King of Prussia, PA 19406.

Grant Proposal Format

- I. **PROPOSAL SUMMARY**—one-half page, maximum.
Please summarize in a short paragraph the purpose of your organization. Briefly explain why your organization is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.
 - II. **NARRATIVE**—five pages maximum, which includes the following:
 - A. **Background:** Describe the work of your organization, addressing each of the following:
 1. A brief description of project , its history and mission.
 2. The need, issue and/or problem that your organization works to address, and the population that your agency serves.
 3. Current programs and accomplishments. Please emphasize the achievements of the recent past.
 4. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 5. Your organization’s relationships – both formal and informal – with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies as well how you may collaborate with these organizations.
 - B. **Funding Request:** Please describe the project for which you seek funding, including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project.
 - The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - Anticipated length of the project.
 - How will the project contributes to your organization’s overall mission?
- How will the project impact the community and how will you measure the impact?
- C. **Evaluation**—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. **ATTACHMENTS**—Please label all attachments to correspond to the bold-faced, capitalized items below.

A. **Financial Information:**--please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.
4. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts. Include sources that you are soliciting for funding and, to the best of your knowledge, the status of your proposal with each.

B. **Other Supporting Materials**

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your organization's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. No more than three examples of recent articles about, or evaluations of, your organization, if available.

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King of Prussia, PA 19406