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## Grant Guidelines

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### What is the Iowa Women's Foundation?

The Iowa Women's Foundation (IWF) is a nonprofit, grantmaking foundation dedicated to expanding opportunities and promoting positive social change. Our mission is to improve the lives of Iowa women and girls through economic self-sufficiency. Since the first cycle of grants in 1996-1997, IWF has awarded more than \$661,000 to 171 projects reaching women and girls in every county in Iowa.

### Who is eligible to receive an IWF grant?

Nonprofit (501(c)(3) tax-exempt) organizations or grassroots groups serving women and girls in Iowa are encouraged to apply for IWF grants.

### What are the IWF's priorities in awarding grants?

Economic self-sufficiency for all of Iowa's women and girls is central to the mission of the Iowa Women's Foundation and to our grants program. To be successful, proposed projects must focus primarily on serving the needs and aspirations of women and girls. To this end, six specific areas have been identified as the most critical barriers for Iowa women and girls, and all grant applications must address one of these barriers. These barriers include: employment, childcare, housing, education/training, transportation, mentorship.

We seek to foster an environment in which each woman and girl has the resources – human, social, and financial – necessary for a successful future. These resources come in many forms: a living wage, warm roofs overhead, enough food on the table, adequate clothing, timely care for medical needs, readily available transportation, appropriate vocational training, and safe affordable child care. In this vision of the future, human security is the norm and all women are active, contributing members of society.

The IWF uses research to identify the biggest barriers to women's success as well as their greatest needs and encourages others, including potential grantees, to do the same.

The IWF looks to communities across Iowa to help us better understand the barriers impacting women and girls' economic security. In the summer of 2015, we met with leaders and members of 18 different Iowa communities to discuss what those barriers were and how best we could break them down and create pathways to achieving economic self-sufficiency.

Applicants are strongly encouraged to utilize data from the **SHE Matters** reports when preparing their grant proposals. Reports can be found at (<http://iawf.org/get-the-facts/research/>).

## **What types of projects and programs receive funding?**

In addition to addressing one of the six previously stated barriers, projects funded by IWF grants typically embody one or more of the following characteristics:

- Advocate on issues that lead to long-term change for women and girls.
- Employ strategies designed to address causes of systemic, societal problems.
- Address activities that enable women and/or girls as a group to achieve economic self-sufficiency.
- Offer strategies that develop positive self-images for young and adolescent girls.
- Promote prevention, early intervention, and enrichment activities.
- Are creative, innovative, and new to the community they serve.
- Increase the range of choices and expand opportunities for women and girls.
- Work toward the elimination of discrimination.
- Could provide a model for replication by other service providers addressing the same clients or similar needs.
- Promote the interconnectedness of issues across states, regions, or countries between the women in Iowa and the global world.

## **What types of projects and programs are NOT eligible for funding?**

- Existing or new endowment funds.
- Capital projects such as the acquisition of land, buildings and major equipment; or the construction or renovation of facilities.
- Conference attendance
- Reimbursement for previously incurred expenses.
- Political campaigns for candidates.
- Promotion of religious activities.
- Activities inconsistent with federal, state, and local non-discrimination ordinances regarding equal employment opportunity.

## **What projects have received funding in earlier years?**

A complete list of all projects funded by the Iowa Women's Foundation since the inception of our grant program in the 1996-1997 cycle can be found at <http://iawf.org/grantmaking/grant-partners/>.

## **How are grant applications to IWF reviewed?**

Community Review Panels (CRPs) composed of community volunteers with relevant experience and expertise review all of the proposals according to the criteria below. Their rankings are reported to the IWF Grants Committee, which then evaluates the top-ranked proposals from the CRPs and makes funding recommendations to the IWF Board of Directors. The Board of Directors makes the final funding decisions.

The proposals will be reviewed using the following criteria:

- How closely the proposal aligns with the mission and principles of the Iowa Women's Foundation. See <http://iawf.org/about-us/mission-principles/>;
- The extent to which the project addresses one of the key barriers and creates a pathway to success;
- The extent to which the applicant understands how gender shapes opportunities and choices;
- The extent to which the project focuses on creating long-term change for women and/or girls as a group and is structured to do so;
- Evidence of need and the appropriateness of the proposed solution that is based on available research and statistics;
- How the project incorporates input from the women/girls served that can be applied to planning and decision-making;
- The inclusion of measurable outcomes;
- The extent to which the proposed budget and time table are justified and reasonable to complete the project.

### **How much funding is available?**

Until recently, IWF grants were generally limited to \$5,000 per project. Having received additional support from our donors, we began considering awards up to \$10,000 per project in the 2017-2018 cycle.

### **What is the time frame for projects?**

IWF grants run January 1 to December 31. Projects must be completed within one year. Occasionally, projects may be considered for additional funding in subsequent grant cycles up to a total of three years (including the year of the initial grant).

Successful applicants will receive a grant contract and first funding allocation (half of the total award) in January 2018. The remaining half of the allocation will be distributed upon receipt of the mid-year report due July 2018.

### **Applying for a grant from the Iowa Women's Foundation**

Please follow these steps to complete and submit your application form:

1. Download the application form from <http://iawf.org/grantmaking/application/>.
2. Save it to your computer hard drive.
3. Ensure that you have the latest version of Acrobat Reader installed on your computer (see "technical tips" below for testing and, if necessary, obtaining updated software free of charge).
4. Complete the form using Acrobat Reader. Make sure to refer to the "*Guidance for Completing Specific Sections of the IWF Grant Application*" on page 5 of these guidelines to ensure you have addressed all of the necessary requirements.
5. Save the completed application form to your hard drive.

6. Email the completed application form to the Iowa Women's Foundation at [grants@iawf.org](mailto:grants@iawf.org).

### Technical tips for completing the application form

You should use Adobe Acrobat Reader DC or Version 11 to complete the form. Version X (10) will also work, but it will ask you to digitally sign the document, which is unnecessary for our purposes. You will be unable to save the completed form in earlier versions.

The DC version can be downloaded free-of-charge from <http://get.adobe.com/reader/>.

If you are not sure which version you are using, open Acrobat Reader and click on "Help" in the menu bar at the top of the screen. You should see the version number in the drop-down box.

**MAKE SURE YOU ARE USING A RECENT VERSION OF ADOBE ACROBAT READER** to complete the form. The most current one is Version DC, but the fillable application form should also work in Versions 10 or 11. You will lose your work if you try to save the completed form in version 9 or earlier.

To make sure the software you have will perform properly, we strongly suggest testing it when you start filling out the form by completing just the first page then trying to save it. If you receive a warning that the completed form cannot be saved, you must download and install the most recent version of Acrobat Reader from <http://get.adobe.com/reader/>.

**Important note to Macintosh users:** There is a known compatibility problem between Preview (Mac OS X's application for displaying images and PDF documents) and Adobe Acrobat. PDF forms filled out in Preview do not display all form data when opened in Acrobat. Several applicants in 2014 ran into trouble with this issue. We urge you to complete the form in Acrobat Reader, not Preview.

If for any reason you are unable to use the fillable form and/or submit it via email, please contact the IWF for additional guidance or other submission options. You may contact us via email at [grants@iawf.org](mailto:grants@iawf.org) or by telephone at 319-774-3814.

### When is the grant application deadline?

All applications must be received in the IWF office no later than 5:00 PM Central on Wednesday, May 31, 2017.

### How can I get advice on preparing our application?

In 2017, the IWF is providing the opportunity for you to have a mentor review a draft of your grant application prior to official submission. If you are interested in a mentor please email Nancy at [grants@iawf.org](mailto:grants@iawf.org) and include "Mentor Inquiry" in the subject line. Requests for assistance from a mentor must be received by May 1, 2017.

For general inquiries please contact

Dawn Oliver Wiand, IWF Executive Director  
Office phone: 319-774-3814 Email: [dawn@iawf.org](mailto:dawn@iawf.org)

Dawn will answer your questions directly and/or connect you with a member of the Grants Committee to provide further assistance.

The Grantmaking section of the IWF website (<http://iawf.org/grantmaking/application/grant-writing-resources/>) also provides links to other resources that may be useful in preparing your application.

The IWF will be hosting **Community Information Sessions** in Des Moines, Iowa City, Waterloo, and the Quad Cities to provide guidance to prospective applicants and answer questions. Details on how to attend these sessions are provided on page 7 of these Guidelines.

We will also record one of the Community Information Sessions and make it available for later viewing on the IWF website. If you are considering submitting an application, contact Dawn Oliver Wiand so we can notify you when the online introduction is scheduled or watch the website for updates.

### **When will we hear if our application is successful or not?**

Grant applicants will be notified in September 2017. Those whose grant proposals are successful will be featured at our Annual Awards Luncheon to be held in October 2017.

### **How do I learn more about IWF, IWF grants, or the IWF grant application process?**

Please contact us at [grants@iawf.org](mailto:grants@iawf.org) or 319-774-3814.

## **Guidance for Completing Specific Sections of the IWF Grant Application**

- A2. Contact Person/Project Director.** This should be the individual who is directly responsible for preparing the application and/or who will be managing the project if funded.
- A4. Time Period Covered by the Grant.** Note that January 1, 2018, is the earliest funding will begin. IWF grants are generally awarded for one year unless special circumstances warrant otherwise. Please explain any such needs in Section H1.
- B7. Organization's Chief Executive Officer.** This should be the individual who manages the parent agency that is submitting the proposal and who is responsible for its fiscal and legal operations, i.e., someone who can sign contracts on behalf of the organization.
- C1. Barriers to economic self-sufficiency addressed by this proposal.** Every proposal must address at least one of these.
- C2. Provide a concise summary of the proposed project (1200 characters or less).** Readers should be able to discern all of the key elements of your project from this summary: who will lead the work; who will benefit from it; highlights of the work plan and time table; compelling needs it seeks to meet; anticipated outcomes; and what makes it innovative or unique.
- E4. Describe the demographic characteristics of the individuals who will be the primary beneficiaries of the proposed program and/or services.** Provide a

detailed demographic profile of those whom the proposal seeks to serve, e.g., their ages; ethnicity; economic and educational status; specific challenges they face; housing needs, if any; and other significant characteristics. Remember: IWF grants are intended to serve primarily women and girls, but in some cases may also extend to men and boys (e.g., sons of women who are threatened by domestic violence).

**E6. Plan for evaluating short- and long-term success.** The proposal should incorporate measurable outcomes, i.e., quantifiable indicators that you will be able to track during the project to determine if it was a success

**G5. Budget narrative.** Please provide a breakdown of the specific expenses for each line in the budget divided among those which will be covered by IWF funds (first column) and those that will be covered by other outside funds and/or organization's own funds (second and third columns). In each case, list anticipated products or tools to be developed and costs for each and methods for calculating the anticipated expenses.

*Examples:*

**Marketing expenses, \$150.** Advertising and promotion to recruit program participants, including printing flyers, staff time for phone calls and emails, preparation and distribution of new releases.

**Office supplies, \$150.** Toner cartridges (\$125), 100 pocket folders for participant packets (100 x 25¢ = \$25).

**Phone/Internet Expenses, \$50.** 10% of annual fees (provided through in-kind contribution provided from organization's own funds).

**Contract Wage Expenses, \$3,600.** Stipends for three interns and three mentors @\$300 each per month for two months ( $\$300 \times 2 \times 6 = \$3,600$ ).

**H1. Additional information that will be helpful in the review of the proposal.** If appropriate, consider covering some or all of the following: (a) whether the project is based on a national model for curriculum or program design; (b) how gender-specific programming is implemented; (c) what methods are used to ensure the project is inclusive and diverse; (d) if the program builds on an earlier project, how this one differs and/or expands on it; (e) plans for sustaining and/or replicating the project; and (f) how you made use of the SHE Matters Report, Mapping Tool, and/or other research and statistics to identify the need and develop the proposed project.

### **Important Tips:**

- Check all spelling carefully.
- Check your math.
- Pay attention to the limit on number of characters allowed in each section. If you cannot see the full text when you print out the application, then the IWF's grant reviewers will not be able to see it either. Use Section H1 to provide vital information that will not fit in the spaces provided.
- Questions are welcome, please call (319-774-3814) or email (grants@iawf.org).
- Incomplete applications will not be considered.

## **Community Information Sessions: Applying for an IWF Grant**

- 1. Davenport, Iowa**  
**Thursday, March 23, 2017**  
3:00 pm to 4:00 pm  
Girl Scouts of Eastern Iowa and Western Illinois  
940 Golden Valley Drive  
RSVP by Monday, March 20, to dawn@iawf.org
  
- 2. Waterloo, Iowa**  
**Tuesday, March 28, 2017**  
3:00 pm to 4:00 pm  
Philanthropy Center  
425 Cedar Street, Waterloo  
RSVP by Friday, March 24, to dawn@iawf.org
  
- 3. Des Moines, Iowa**  
**Wednesday, March 29, 2017**  
3:00 pm to 4:00 pm  
United Way of Central Iowa, Conference Center Room F  
1111 Ninth Street, Des Moines  
RSVP by Friday, March 24, to dawn@iawf.org
  
- 4. Iowa City, Iowa**  
**Monday, April 3, 2017**  
3:00 pm to 4:00 pm  
Coralville Public Library Meeting Room A  
1401 5th Street, Coralville  
RSVP by Thursday, March 30, to dawn@iawf.org

The Iowa Women's Foundation (IWF) improves the lives of Iowa's women and girls through economic self-sufficiency. We work to break down the barriers and create pathways to success for all women and girls in Iowa

IWF invites interested applicants to learn more about our statewide grantmaking process.

Information sessions will be held in Iowa City, Davenport, Des Moines, and Waterloo. At each session an overview of IWF will be provided giving applicants insight on how to prepare a competitive application. A Q & A will follow and attendees will have an opportunity to meet the IWF staff and other applicants.

## Key dates for the 2016-2016 Iowa Women's Foundation grant cycle

March 2017	Grant application period opens
March 23-April 3, 2017	Community Information Sessions on Applying for an IWF Grant will be held in Davenport, Waterloo, Des Moines, and Iowa City
March-May 2017	Mentors available to review draft grant applications before being submitted to the IWF.
Wednesday, May 31, 2017	Grant applications due in IWF office by 5pm CDT
September 2017	Applicants notified
October 2017	Successful applicants featured at IWF Luncheon
January 2018	Grant contracts signed, followed by distribution of first allocation of grant funds
July 2018	Mid-year reports due, followed by distribution of second allocation of funds
January 2019	Final reports due

**ALL PROPOSALS MUST BE RECEIVED IN THE IWF OFFICE  
NO LATER THAN 5:00 PM CDT ON  
WEDNESDAY, MAY 31, 2017**