



Grant Guidelines

What is the Iowa Women's Foundation?

The Iowa Women's Foundation (IWF) is a nonprofit, grant-making foundation dedicated to expanding opportunities and promoting positive social change. Our mission is to improve the lives of Iowa women and girls. Since 1996, IWF has awarded nearly \$400,000 in grants to 122 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.

What types of projects and programs receive funding?

Funded projects and programs 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.
- Research or medical projects.
- 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 are IWF's Grant Focus Areas?

IWF has identified the following two priorities for the 2015 Grant Cycle:

1. **Economic self-sufficiency** through job training and skill-building.
2. **Leadership development** through mentoring and education.

Examples of successful proposals submitted in previous years in each category:

Grant Area 1. Economic self-sufficiency through job training and skill-building:

Women in Iowa face challenges of possible job loss, pay inequity and underemployment. IWF seeks proposals that assist women and girls to be better prepared to attain new employment opportunities. These projects may provide training or assistance related to training for non-traditional work areas such as construction, technology and transportation. IWF is also seeking projects that open doors in traditional job areas such as health care or education as long as there is support for career laddering. We encourage applications that reach teens, rural women and displaced homemakers and/or involve multi-sector partnerships.

Example: In 2012, IWF awarded a grant to the **Young Women's Resource Center** in Des Moines to support their 3M (Money Managing Mamas) Project. This six-week financial literacy program for pregnant and parenting young women provides instruction in creating a financial plan and budget, saving money, dealing with banking and financial institutions, using credit cards wisely, obtaining funding for higher education, choosing insurance, and paying taxes.

Grant Area 2. Leadership development through mentoring and education:

To identify, develop, and provide an effective program that expands opportunities for leadership development among Iowa women and/or girls. Provide access and opportunity for participants to build core competencies allowing them to maximize their impact within their chosen field or community. Success would be defined as acquiring and implementing new skills that lead to changes in individual/group behaviors and/or expanding understanding of the needs of Iowa women and girls.

Example: In 2010, IWF provided funding for the **Women, Food, and Agriculture Network** to create a comprehensive professional mentor program to educate and provide experience for young women interested in the growing field of sustainable agriculture.

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 and rank them according to the current-year IWF grant priorities and the procedures described in the Grant Review Process document. The rankings are reported to the IWF Grants and Program 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 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;
- 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.

Generally IWF grants are limited to a total of \$5,000 per project and 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).

SHE Matters Report and Mapping Tool

IWF was an instrumental partner in creating the recent study ***SHE Matters***: The Status of Women and Girls in Iowa, 2012. In addition to the report, the Iowa Women's Leadership Project developed a user-friendly mapping tool to evaluate data on women and girls on a county-by-county basis. Applicants are strongly encouraged to utilize data from ***SHE Matters*** and the ***SHE Matters Mapping Tool*** when completing the application. See <http://iawf.org/wp-content/uploads/2013/07/e-SHEMatters-2012.pdf>.

What other tools will IWF use to evaluate proposals?

The Iowa Women's Foundation also considers how the proposal aligns with the components of the ***Making the Case*** evaluation framework developed by the ***Women's Funding Network*** as we review incoming grant proposals:

- A. Defining / Re-framing.** The issue is defined differently in the community or larger society.
- B. Services to Change Individual Behavior.** The project will provide services and benefits to individual women and girls that help them change their lives and their futures.
- C. Engaging More People** in understanding, believing in, advocating for, and/or acting on behalf of the issue.
- D. Policy or Systems.** The project will result in changes in a law or in institutional systems or process.
- E. Resistance or Deep Implementation.** The project will resist efforts to undermine women's rights OR the project will help deepen the implementation of an already accepted idea or law.

Additional details on ***Making the Case*** are available on the ***Women's Funding Network*** website at <http://womensfundingnetwork.org/the-network/member-services/about-making-the-case> .

Applying for an IWF grant

Please use the IWF Grant Application Form to submit your application.

It is a fillable PDF that can be downloaded from the IWF website at <http://iawf.org/grantmaking/application/>. You should use Adobe Acrobat Reader to complete the form. It can be downloaded free-of-charge from <http://get.adobe.com/reader/>.

MAKE SURE YOU ARE USING THE MOST RECENT VERSION OF ACROBAT READER! You must use version 10 or higher to complete the form. Earlier versions will not allow you to save the information you have entered.

Please save the form to your desktop, then complete the form, save the completed version, and email it to the Iowa Women's Foundation at grants@iawf.org.

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 ran into trouble with this issue in 2013. 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 or by telephone at 319-774-3813.

When is the grant application deadline?

All applications must be received in the IWF office no later than 5:00 PM Central on Friday, May 30, 2014.

Who can provide advice on preparing our application?

Please contact

Dawn Oliver Wiand, IWF Executive Director
Office phone: 319-774-3813 Email: dawn@iawf.org

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

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

Grant applicants will be notified in September 2014. Those whose grant proposals are successful will be featured at our Annual Awards Luncheon to be held in October 2014.

If approved, when will the funding be allocated?

Successful applicants will receive a grant contract and first funding allocation (half of the total award) in January 2015. The remaining half of the allocation will be distributed upon receipt of the mid-year report due July 11, 2015.

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

Please contact us at grants@iawf.org or 319-774-3813.

Guidance for Completing Specific Sections of the IWF Grant Application

- A3. 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.
- 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.
- A5. Time Period Covered by the Grant.** Note that January 1, 2015 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.
- E5. 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 this proposal aligns with specific components of the Women's Funding Network's *Making the Case* evaluation tool (summarized on page 3 of the IWF Grant Guidelines).

Important Tips:

- Check all spelling carefully.
- Check your math.
- Questions welcome, please call (319-774-3813) or email (grants@iawf.org).
- Incomplete applications will not be considered.

Key dates for the 2015 Iowa Women’s Foundation grant cycle

February 2014	Grant application period opens
Friday, May 30, 2014	Grant applications due in IWF office by 5pm CT
September 2014	Applicants notified
October 2014	Successful applicants featured at IWF Luncheon
January 2015	Grant contracts signed, followed by distribution of first allocation of grant funds
July 11, 2015	Mid-year reports due, followed by distribution of second allocation of funds
January 2016	Final reports due

**ALL PROPOSALS MUST BE RECEIVED IN THE IWF OFFICE
NO LATER THAN 5:00 PM CT ON
FRIDAY, MAY 30, 2014**