

# Vermont Women's Fund (2020)

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## *Vermont Community Foundation*

### *Fund Guidelines*

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The Vermont Women's Fund, a component fund of the Vermont Community Foundation, was established in 1994 as an enduring resource for Vermont women and girls. The Fund remains the largest philanthropic resource dedicated exclusively to this mission. A council of women from around Vermont advises the Fund and participates in its grantmaking, fundraising, and leadership work.

The Fund's mission is to ensure that every Vermont woman and girl can rise and thrive. We do this by targeting philanthropic giving, forging statewide partnerships, funding research, and supporting programs that address the fundamental needs of women and girls, with a particular focus on economic security. The primary initiative of the Fund is *Change The Story*, a partnership with the Vermont Commission on Women and Vermont Works for Women that seeks to fast-track women's economic security in Vermont. To date, *Change The Story* has produced four reports about women's economic status: wages, occupational segregation by gender, business ownership, and leadership.

#### **What We Fund:**

To achieve a deep and strategic impact, the Vermont Women's Fund will continue to focus our grantmaking on an area highlighted by the research of our primary initiative, *Change The Story*: namely, **women and girls on the pathway to viable careers**. We see significant funding gaps in this area and believe the Vermont Women's Fund and its charitable capital are uniquely positioned to make a difference.

In 2020, the Vermont Women's Fund will consider proposals that:

- make pathways to viable careers more visible, accessible, and affordable for young women and girls, or
- invest in the economic security and career prospects of low-income employed women workers.

Proposals that include the following components will be prioritized:

- outcomes aimed at addressing proven barriers to low-income women accessing and maintaining viable jobs (ex. education/training, childcare, transportation, access to reproductive health care, paid family leave, etc.)
- research-based career pathway strategies (ex. mentorship, work-based learning, exposure to non-traditional careers, etc.)

- a compelling articulation of how the proposed work will catalyze change
- a focus on low-income women and girls ages 12-25, although projects reaching women outside this age range may be considered
- projects that exhibit a collaborative approach
- delivery of services to women/girls who live outside of Chittenden County
- a clear description of the vision for the program at the end of the grant term

Our 2020 competitive grant program awards one-year grants of up to \$10,000 to support growth-stage efforts and programs seeking funding to pilot a model, demonstrate effectiveness, or expand program delivery. In response to exceptional proposals that include compelling evidence that multi-year support would catalyze greater change and leverage greater funds and/or leadership, growth-stage programs may receive a two-year funding commitment.

The Vermont Women's Fund favors projects that have support from a variety of sources and rarely funds an entire project.

**What we do NOT fund:**

- Personal financial support given directly to individual women/girls
- Individuals applying for scholarships or to attend school
- Endowments
- Campaigns to elect public officials
- Programs with religious instruction
- Projects that will be completed before the grant is awarded
- Businesses, business start-up funds, or loans
- Fundraising events
- Organizational debt
- Capital campaigns
- Indirect expenses over 10% of the project budget

**Who May Apply**

Grant applications will be accepted from organizations that are located in or serve the people of Vermont. Organizations must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code or be a public agency, school, or municipality in the state of Vermont. Nonprofit organizations or community groups who do not have 501(c)(3) status may apply for grant awards if another eligible organization acts as a fiscal sponsor.

No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States

Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available (meaning any funds having a competitive application process) by the Vermont Community Foundation, and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Foundation.

Grant applicants must employ staff and provide services without discrimination on the basis of race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, marital or parental status, political affiliation, military service, physical or mental ability.

**Full guidelines are available online by clicking here.**

All Applications must be submitted electronically through the Vermont Community Foundation's Online Grants Manager. Visit the **Online Grant Center** to learn how to use the Grants Manager, including accessing your existing account or registering for the first time. The electronic application form will be available after logging into your account. If you have questions about this process or would like to discuss an idea, please contact our grants team at [grants@vermontcf.org](mailto:grants@vermontcf.org) or 802-388-3355 ext. 222.

To help you prepare, you may download the 2019 application questions by clicking here.

If you have questions, please contact Celia Cadwell, Program and Grants Specialist, at [ccadwell@vermontcf.org](mailto:ccadwell@vermontcf.org) or 802-388-3355 ext. 222.

The grant deadline for 2020 is **5:00 p.m. on Friday, February 21**. No late applications will be accepted so please make sure to plan accordingly and submit early to ensure receipt. Applicants will be notified of our decision by mid-April.

## *Applicant Information*

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### **Organizational Description\***

Note: Please include your mission, years in operation, and a brief description of the work you do to accomplish that mission.

*Character Limit: 500*

### **Organizational Budget - Total Expenses\***

List the annual operating budget for the applicant organization.

*Character Limit: 20*

## What status best describes your organization?\*

### Choices

Municipal entity (i.e., town, public school, or other municipal department or agency)

Registered 501(c)(3) nonprofit

Church or religious group

Other - Please provide details in your answer to the next question.

## If you answered "other", please explain the applicant's status: (If applicable)

If the applicant has a fiscal sponsor or if it operates under the umbrella of a larger registered nonprofit, provide their name and any additional information below. All applicants with a fiscal sponsor are required to upload a signed Fiscal Sponsor Agreement with this application. See the "Attachments" section for details.

*Character Limit: 200*

## Grant History

If you are a past grantee of The Vermont Women's Fund, please list the years, amounts, and what the grants were for.

*Character Limit: 200*

## Project Information

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### Project Title\*

*Character Limit: 125*

### Project Statement\*

Brief 2-4 sentence description of the what, why, and how of this project. Note: this may be shared with other potential funders.

*Character Limit: 300*

### Stage of Project Development\*

Select the most accurate option:

#### Choices

Research / ideation

Product / Model development

Demonstrating effectiveness

Expanding delivery of proven program

Other

### Stage of Project Development - continued\*

Please explain your answer.

*Character Limit: 500*

### Amount Requested\*

For May 2020- April 2021. Up to \$10,000.

*Character Limit: 20*

### Years of Funding Requested\*

Please note that the majority of competitive grants are awarded for one-year terms. In response to exceptional proposals that include compelling evidence that multi-year support would catalyze greater change and leverage greater funds and/or leadership, competitive grants may be awarded for two-year terms.

*Character Limit: 20*

### Geographic Area Served\*

Briefly explain the geographic area that will be served by your project in the space below. If appropriate, list town names -- but it is not necessary to list all towns for county-wide projects.

*Character Limit: 200*

### Choose each county served by your project:\*

#### Choices

- Addison County
- Bennington County
- Caledonia County
- Chittenden County
- Essex County
- Franklin County
- Grand Isle County
- Lamoille County
- Orange County
- Orleans County
- Rutland County
- Washington County
- Windham County
- Windsor County

### Project Start Date and Timeline\*

Briefly state the start date and timeline for this project. The grant period begins May 2020.

*Character Limit: 200*

### Is this a project that:\*

Check all that apply

#### Choices

- Makes pathways to viable careers more visible, accessible, and affordable for young women and girls
- Invests in the economic security and career prospects of low-income employed women workers
- Neither

**Age of Participants\***

Preference for projects that serve women and girls between ages 12-25, although projects that serve participants outside this range will also be considered.

*Character Limit: 100*

**Number of women and girls directly served\***

Must enter an integer (ex. 18). If you are unsure, please provide your best estimate.

*Character Limit: 10*

**Percentage of those women/girls who are low-income\***

(ex. those who qualify for free/reduced lunch)

*Character Limit: 50*

**Project Budget - Total Expenses\***

*Character Limit: 20*

**Project Budget - Percentage\***

Please calculate the amount requested in this application as a percentage of the total project budget.

*Character Limit: 50*

**Cost per participant\***

Using your project budget and expected number of participants, please calculate the expected cost per participant.

*Character Limit: 20*

## *Proposal Narrative*

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**Community Need\***

Describe the community need you are trying to address and how it aligns with the Vermont Women's Fund priorities.

*Character Limit: 1500*

**Project Goals\***

Describe the specific goals of your project and how they relate to the need above that you propose to meet.

*Character Limit: 1200*

**Project Development Goals\***

Describe the current stage of your program's development and a clear vision for the stage of the program's development at the end of the grant term. What will have changed?

*Character Limit: 1200*

### **Project Strategies and Activities\***

How will you achieve the goals listed above? Describe the strategies and activities, and their purpose.

*Character Limit: 2000*

### **Statistics and Research\***

What national or local statistics, research, or information about needs and strategies leads you to believe that the approach you're taking will be successful in meeting identified needs? (ex. Are you using research-based career pathway strategies? Or proven strategies for helping low-income women access and maintain viable jobs?)

*Character Limit: 900*

### **Target Population\***

Describe the population, including age and demographic, of the young women this project will serve and how it has been specifically designed to address their current needs. Include the input you have received from your target population and how that informs the design of your project.

*Character Limit: 1200*

### **Recruitment\***

What sources and methods will be used for recruiting participants?

*Character Limit: 900*

### **Impact\***

What are the desired short term and long term impacts on the lives of women and/or girls as a result of their participation in this project? Please explain how people served will be better off. How will this project catalyze change in their lives and/or in the environments and systems in which they live, study, work, play, parent, etc.?

*Character Limit: 1200*

### **Measuring Success\***

How will you know if the project is successful? Explain how your organization will gather and utilize the following information about specific program activities and/or the project as a whole:

- Program participation (rates, retention, barriers to success, etc)
- Participant feedback (surveys, interviews, etc)
- Measurable outcomes (success and goal attainment by individual participants)
- Reflection and revision – how do you envision the outcomes from this project being incorporated into future work?

*Character Limit: 1200*

### **Tell us a story about your project\***

Paint a picture or describe what it will look like in real life. Be as descriptive as possible and tell us a story that makes it personal. Note: Your answer may be used in publications. For example stories, please **click here**.

*Character Limit: 900*

### **Collaboration\***

Please explain any collaborative relationships you have developed with other organizations, community partners, businesses, state agencies, etc. that will contribute to the success of this project and/or result in less duplication of services. *NOTE: Letters of support from these partners are strongly encouraged and may be included in the "Attachments" section below.*

*Character Limit: 1200*

### **How is your organization supporting this project?\***

Are project expenses included in the organization's annual operating budget? If so, in what capacity?

*Character Limit: 300*

### **Partial Funding\***

Sometimes we choose to award partial grants that are less than the applicant's requested amount. If you are awarded a partial grant from the Vermont Women's Fund, what would the impact be on your ability to complete the project?

*Character Limit: 300*

### **Multi-Year Funding (OPTIONAL)**

A two-year funding commitment may be considered for organizations seeking funding for programs whose proposals include compelling evidence that multi-year support will catalyze greater change, leverage greater funds and/or leadership and promote longer-term program sustainability. If you seek multiple years of funding, please include such evidence below.

*Character Limit: 900*

## ***Attachments***

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If you have questions about the following attachments, please contact Celia at [ccadwell@vermontcf.org](mailto:ccadwell@vermontcf.org)

### **Project Budget - Itemized (Required)\***

You are required to use the template created by The Vermont Women's Fund. Download the Project Budget template by **clicking here**.

*File Size Limit: 1 MB*



### **Budget Narrative (OPTIONAL)**

You can use this space to provide additional information or content on your project budget. If you are seeking multiple years of support, please explain how your budget will change in 2-3 years.

*Character Limit: 800*

### **Organizational Financial Statements - Current Fiscal Year (Required)\***

Upload a pdf copy of your organization's current fiscal year budget as approved by your board of directors alongside your current profit and loss statement. You may need to combine multiple files into one pdf. (Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.)

*File Size Limit: 3 MB*

### **Organizational Financial Statements - Completed Fiscal Year (Required)\***

Upload a copy of your organization's financial statements from its most recently completed fiscal year including a profit and loss statement as well as your balance sheet. (Sample documents can be downloaded from the Community Foundation's website - visit our Online Grants Center FAQ for more details.)

If you are showing a deficit in your financials, please tell us why in the box below or enter N/A.

*Character Limit: 600 | File Size Limit: 3 MB*

### **Organizational Financial Statements - Audited Statements**

If available, please include your most recent audited financial statement, whether they reflect the most recently completed fiscal year or the year prior.

*File Size Limit: 3 MB*

We strongly encourage letters from constituents and/or collaborative partners such as other nonprofits, state agencies, businesses, especially if those relationships are a key component of your project.

### **Letter of Support (Optional)**

*File Size Limit: 2 MB*

### **Letter of Support (Optional)**

*File Size Limit: 1 MB*

### **Grant Report (If Applicable)**

If you received funding from the Vermont Women's Fund in the last three years, please upload your most recent grant report. You can find your grant report in your online account as a Follow-up form connected to your application on your account dashboard. From the report

form, please select the option at the top of the page to create a “Follow Up Packet” and upload it here.

*File Size Limit: 4 MB*

### **Fiscal Sponsorship (If Applicable)**

Our grants must be paid to a registered 501(c)(3) nonprofit, church, or public entity, such as a town, public school, or state agency. If your organization or group does not fall into one of these categories, you will need to use a fiscal sponsor. Download a blank Fiscal Sponsor Agreement form and forward it to your fiscal sponsor to fill out and sign. If you have questions, please contact Celia at 802-388-3355 ext. 222.

Upload a scanned copy of your signed Fiscal Sponsor Agreement below.

*File Size Limit: 1 MB*

### ***Submission***

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*By submitting your application to the Vermont Community Foundation, you give us permission to share your application with other potential funders, both individuals and foundations.*

**All applications must be submitted online by 5:00pm on Friday, February 21, 2020.**