ARIZONA FOUNDATION FOR WOMEN

Fall 2023 Grant Cycle
Available: 9:00am, July 5, 2023
Close Date: 4:00pm, July 31, 2023

Introduction
At Arizona Foundation for Women (AFW), our mission is to advance the status of Arizona’s women through research, advocacy and philanthropy to ensure their safety, health and economic independence.

AFW encourages proposals/programs that:
- Achieve meaningful impact within a year
- Leverage matching funds and utilize resources in innovative ways
- Engage strategic, mission-driven collaborations/partnerships
- Build the capacity of the organization

AFW will accept proposals from organizations that are women-centered in their mission and whose programs predominantly or exclusively benefit women in the following areas:
- The safety of women (18+)
- The health of women (18+)
- The economic empowerment of women (18+)

AFW funding can be used to support administrative costs associated with direct service projects, programs or administrative functions of the organization including:
- Staff salary/wages
- Project management
- Marketing
- Consultants
- Supplies
- Postage
- Travel
- Training
- Equipment
- Newly-acquired information technology
- Directly attributable administrative support
Legal or accounting functions, with distinct and measured effort on the project

Funding Request Range
AFW will be awarding multiple grants to multiple qualified organizations not to exceed $10,000 per award. Proposals may be submitted for a maximum of $10,000.

Online Submission
AFW utilizes Arizona Community Foundation’s (ACF) website, in which all AFW grant proposals will be submitted. All users will be required to update and complete each page of their organizational profile before being able to submit any grant application. Guidelines on how to do this are covered in the section below that describes how to apply online.

Eligibility Requirements
- Any Arizona 501©(3) organization, government agency, or tribal entity that are women-centered in their mission and whose programs predominantly or exclusively focuses on the safety, health or economic empowerment of women (18+).
- Organization must have a budget of $1.5 million or less.
- Organizations must demonstrate a non-discrimination policy regarding staff, employment, governing board and service based on race, ethnicity, religion, gender, sexual orientation, gender identity, age, disability or national origin, and provide evidence of the policy.
- The application for this grant cycle is online. If applicants do not have internet access, they are advised to contact local public libraries, which offer free public internet access.
- Organizations are required to have a completed and visible profile on ACF’s website: www.azfoundation.org/grants. Incomplete organizational profiles will result in the declination of your application.
- Organizations without 501(c)(3) status must use a fiscal agent to apply on their behalf. Fiscal agents must have a visible profile on the ACF website, and also be a 501(c)(3) organization.
- Organizations must be in good standing with the IRS at the time of review or else the submitted application(s) will be immediately declined.
- Organizations uncertain of their eligibility may inquire by sending an e-mail to grants@azfoundation.org.
- Applicant organization must be fully authorized by its board and other applicable partners/collaborators to submit this application.
- Organizations must serve women within the Arizona geographic boundaries.

Timeline for 2023 Grant Making
- Grant cycle opens: July 5, 2023
- Applications are due by 4:00pm on July 31, 2023
- Grant awards will be issued in the Fall of 2023. Decline letters will go out in March 2024.
If funded, the grantee’s Final Report will be due a year from funding date.

Grant Deadline
Proposals must be submitted online by 4:00pm on July 31, 2023.

Review and Evaluation Process
All proposals will be reviewed through a competitive evaluation process. The reviewers will be reading the applicants' online profiles on the ACF website to obtain information on the organization.

- Proposals are reviewed and evaluated by grant committee panels, comprised of volunteer community leaders who assess proposal strengths and weaknesses according to evaluation criteria.
- Evaluation criteria consists of a point system awarded for impact on community need, measurable benefits, plan for sustainability, alignment with the funding criteria, partnerships, goals and objectives clearly stated, measurable outcomes, population served, reasonable budget, and whether the project/organization enhances collaboration with other community organizations and/or agencies.

How to Apply Online
If your organization has an ACF profile:
Go to the Arizona Community Foundation’s grants page at www.azfoundation.org/grants. Click grantee login at the top right corner of the main page to sign in and begin an application. If you need to reset your password please use the “forgot password” link.

If your organization does not have a registered ACF profile:
If your organization needs to be registered, please go to www.azfoundation.org/grants. Click grantee login at the top right corner of the main page. Please click on "Create New Account" to complete the registration process and create your logon credentials.

Tips for Submitting
All users will be required to update and complete their organizational profile before being able to submit any grant application.

- Do not wait until the deadline date to set up your organization’s profile and apply.
- During the last week of any grant cycle’s duration, due to the volume of inquiries, you will likely have limited access to ACF’s technical support so working in advance is strongly advised.
- It is recommended that the application be prepared offline in a text editor such as Microsoft Word to ensure a duplicate exists.
- Narrative responses are limited to the maximum character count. You do not have to use all the words. Only provide information that is pertinent.
- Be sure to review applications for spelling and grammar errors.
- Be sure to check for an email notification indicating that your application has been submitted.

How to Get Help
For general grant questions, contact Ellen Lord at AFW at elord@azfw.org or 602-875-5813. For Technical support, contact ACF’s staff at grants@azfoundation.org or (602) 381-1400 to discuss any part of the grant application process. Due to the high volume of calls and inquires as the deadline nears, organizations are encouraged to contact staff well in advance of the deadline with any questions! During the last week of any grant cycle’s duration, you will likely have limited access to ACF’s technical support.

### Grant Reviewer Rubric

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Measure</th>
<th>Weak</th>
<th>Average</th>
<th>Strong</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Situation/ Community Need</strong></td>
<td>Defined need is a priority or urgent issue in the community.</td>
<td>1</td>
<td>3</td>
<td>5</td>
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<tr>
<td></td>
<td>Application activities clearly address the articulated need.</td>
<td>1</td>
<td>3</td>
<td>5</td>
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<tr>
<td></td>
<td>Application targets the safety, health and/or the economic empowerment of women; the estimated size and range of population directly served by application is meaningful and appropriate.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Application Design</strong></td>
<td>Application is in line with the applicant's mission statement and has a distinct focus, format and objective.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Activities, timetable, and goals are clear and well thought out.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Appropriate resources (personnel, funding, time) are allocated to accomplish the goals - including collaborative partnerships with other organizations that improve impact, innovative design and application is used to leverage resources.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Results/ Evaluation</strong></td>
<td>Evidence is provided that indicate the program will achieve the desired results.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Results are significant and can be demonstrated.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Community Support</strong></td>
<td>Diversity of funding sources (financial backing, in-kind support, and/or volunteer support from the community) indicates that application is sustainable.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td><strong>Financial Indicators</strong></td>
<td>The budget is easy to understand and logical. Clarity and feasibility of proposed project expenses and income.</td>
<td>1</td>
<td>3</td>
<td>5</td>
</tr>
</tbody>
</table>

### Pre-Qualifying Questions

- My organization is women-centered in our mission and whose programs predominantly or exclusively focuses on the safety, health or economic power of women (18+).
- My organization has a budget of $1.5 Million or less.
- The applicant organization is fully authorized by its board and other applicable
partners/collaborators to submit this application.

- ACF requires all applicants for grants to comply with its non-discrimination policy. Please confirm that the organization applying for this grant does not unlawfully discriminate against employees, volunteers, board members, or the members, clients, or students it serves on the basis of race, color, religion, gender, national origin, age, medical condition, veteran status, marital status, disability, ancestry, sexual orientation, or any other characteristic protected by law.

- Applicants must be nonprofit organizations with 501(c)(3) tax-exempt status or be a public school, tribal entity, municipality or government agency. If an organization does not have 501(c)(3) status, it must use a fiscal agent to apply on its behalf. Fiscal agents must be a 501(c)(3) organization. **A copy of the agreement between the fiscal sponsor and the sponsored organization is required.**

- I have downloaded the latest guidelines and questions document, available by clicking on the application description.

- I understand my organization must be in good standing with the IRS at the time of review or else my application(s) will be immediately declined.
Grant Application Questions

Project Overview
1. Project Name
2. Amount Requested
3. Total Project Amount

Project Details
4. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal. (Character Limit - 1200)

5. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted, duplicated or unduplicated, and how they will be impacted. For example: serve 100 women between the ages of 18 – 65. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized. (Character Limit - 1200)

Narrative
6. Total Organizational Budget Amount
7. Describe in two or three sentences what you will do with the funds. (Character Limit – 400)

8. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue. (Character Limit – 1800)

9. Please select the area that best describes this application’s primary focus:
   - The Safety of Women (18+)
   - The Health of Women (18+)
   - The Economic Empowerment of Women (18+)

10. Please cite any resources, statistics, and/or studies provided in the program proposal detail above. (Character Limit - 650)

11. Please indicate if this is a new project, a project expansion or a continuing project.

12. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year. (Character Limit - 1200)
13. Please select the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.

- Annual Polling
- Focus Groups
- Pre and Post Interviews
- Pre and Post Surveys
- Other

14. Describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs (i.e., pre and post surveys, annual polling, focus groups, etc.). (Character Limit- 1200)

15. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others? If so, please itemize the components and corresponding costs. (Character Limit- 1200)
16. Select the demographic populations, such as the age group, race, gender, socio-economic status and geographic location of the target population you intend to serve (Select all that apply). Enter any demographics comments below. (Character Limit – 650)

- **Ages:**
  - 0 – 5
  - 6 – 17
  - 18 – 25
  - 26 – 65
  - 55+
  - N/A

- **Race/Ethnicity:**
  - African American or Black
  - Asian/Pacific Islander
  - Hispanic or Latino
  - Native American/Indigenous
  - White
  - Other
  - N/A

- **Gender:**
  - Female
  - Male
  - Transgender
  - Mixed Gender/Gender Fluid

- **Socio-Economic:**
  - Below Poverty Level
  - Homeless
  - Unemployed
  - Working Poor
  - N/A

- **Disabilities:**
  - Ambulatory Disability
  - Developmental Disabilities
  - Diseases/Illnesses
  - Hearing Disability
  - Learning Disabilities
  - Mental Disability
  - Other Physical Disability
  - Self-Care Disability
  - Visual Disability
  - N/A

- **Location:**
  - Apache County
  - Cochise County
  - Coconino County
  - Gila County
  - Graham County
  - Greenlee County
  - La Paz County
  - Maricopa County
  - Mohave County
  - Navajo County
  - Pima County
  - Pinal County
  - Santa Cruz County
  - Yavapai County
  - Yuma County
  - State-wide
  - Multiple States
  - Nationwide

17. Please provide the percentages of Race/Ethnicity this program will serve (Breakdown must total 100%):

- African American or Black
- Asian/Pacific Islander
Hispanic or Latino
Native American/Indigenous
White
Other
N/A

18. Please provide the percentages of ages this program will serve (Breakdown must total 100%):
- 18-25
- 26-35
- 36-45
- 46-55
- 56-65
- 65+

Documentation
19. In the upload area you may add up to two additional documents pertaining to the project. These documents may include (but are not limited to): brochures, photos, news articles, letters of support, etc.
20. Current Organizational Budget
21. Current List of Board Members

Project Budget
22. The project budget you include should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the comments area below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Terms and Conditions
1. I acknowledge that funding by the Arizona Foundation for Women, its affiliates, or any of its philanthropic partners is not guaranteed simply by virtue of completing this application.

2. Should my organization be awarded a grant through this funding opportunity, I agree to submit a final report for this project by the final report due date.

3. Should my organization be awarded a grant through this funding opportunity, I agree to the following terms and conditions:

   Use of Grant Money. The Grantee shall use the Grant Money only for the Project and in accordance with the proposal and budget previously submitted to and approved by Arizona Foundation for Women. The Grantee shall not make any significant change in the Project without the prior approval of Arizona
Foundation for Women. At the end of the grant period, the Grantee shall promptly return to Arizona Foundation for Women any unused portion of the Grant Money.

Reports. The Grantee shall submit a written report on the accomplishments of this Project as well as an accounting of expenditure of grant funds. Reporting and documentation required by Arizona Foundation for Women shall be provided as outlined in the Grantee Final Report, which will be available as the final report due date nears. The Grantee shall provide Arizona Foundation for Women with copies (if available) of any press releases, photographs and published material about the Grant Money and the work it made possible.

Meeting Requirement. The Grantee may be asked to attend a meeting with Arizona Foundation for Women, to be set at a later date, to discuss your project. Discussions on capacity building in the future and other topics will also take place.

Publicity. You will allow Arizona Foundation for Women (AFW) to review and approve the text, including quotes, of any proposed publicity concerning this grant prior to its release. AFW may include information regarding this grant, including the amount and purpose of the grant, any photographs you may have provided, your logo or trademark, or other information or materials about your organization and its activities, in AFW's periodic public reports, newsletters, news releases or any other printed materials distributed by the Foundation. Please ensure that all publicity (including printed material, press releases and Web sites) states “partial funding provided by the Arizona Foundation for Women” If you require an electronic copy of AFW's official logo please contact Arizona Foundation for Women.

Retention of Records. The Grantee shall keep all financial records pertaining to the Project for at least four years and shall make such records available to Arizona Foundation for Women at reasonable times upon Arizona Foundation for Women's request.

Revocation of Grant Money. The Grantee must return all unexpended grant funds immediately upon request by Arizona Foundation for Women if, (1) the Foundation, at its sole discretion, determines that the Grantee has not performed in accordance with this Agreement, or (2) the Grantee loses its exemption from federal income tax under Section 501C 3 of the Internal Revenue Code of 1986, as amended (the) "Code" and is classified as other than a private foundation under Section 509(a) of the Code.

Grant Does Not Create a Partnership. The Grantee shall not in any manner indicate, nor shall the grant or any documents related thereto be in any manner deemed to create or construed as creating, any kind of partnership, joint venture or other similar relationship between Arizona Foundation for Women and the Grantee or other party. Arizona Foundation for Women shall not be deemed in any manner responsible for the debts, liabilities or other obligations of the Grantee, including any such debts relating to this Project.

Amendment. This Grant Agreement shall not be amended or revised except by a written document signed by the parties hereto.

Changes or Problems Occurring During Grant Year. Any changes or problems in the Grantee Agency that affects the Project must be reported to Arizona Foundation for Women immediately.
Grantee Final Report
All information in **Bold** will be pulled from the Grant Application. All information in *gray italic* is additional information that will need to be filled out while completing the final report.

Organization:
Project Name:
Requested Amount:
Person Submitting Report:
Contact Phone & Email:
Grant Amount:
Project Summary:

Below are the project details provided by the grantee applicant when the grant was submitted last year. Please review and answer the associated questions regarding actual results.

Project Narrative
1. Describe in two or three sentences what you will do with the funds

2. Please describe the program proposal in detail. Define the need in the community: tell us the goals of the project and how they align with your mission, describe the activities you will undertake, indicate the population served, specify the resources (personnel, partnerships, funding, time, etc.) that will be used, provide a timeline of events as appropriate. When applicable, please present data/evidence that documents the significance of the issue.

   *Did you accomplish this?*
   *Additional Comments.*

3. Please select the AFW Philanthropic Agenda area that best describes this application’s primary focus: - a. Safety - b. Health - c. Economic Empowerment

   *Did you accomplish this?*
   *Additional Comments.*

4. Select the demographic populations, such as the age group, race, and socio-economic status of the target population you intend to serve (Select all that apply).

   *Did you accomplish this?*
   *Additional Comments.*

5. Please indicate if this is a new project, a project expansion or a continuing project. If this is not a one-time project, please describe any sustainability plans or efforts to continue the project past the funding year.

   *Did you accomplish this?*
   *Additional Comments.*

6. Is this project being done in collaboration with other nonprofits? If so, please list each nonprofit and their role in the collaboration. If no, please discuss the resources available to fulfill the proposal.
Did you accomplish this?
Additional Comments.

7. Please provide a minimum of one and as many as six of the intended outputs you plan to accomplish with this proposed project. Each output should simply state the number of lives impacted, duplicated and unduplicated, and how they will be impacted. For example: serve 100 children between the ages of 5 and 18 or spay/neuter 56 animals. Note: For final reporting purposes, you will be asked to provide actual outputs (the results) that reflect the degree to which the goals you established have been realized.

Did you accomplish this?
Additional Comments. Of the numbers reported in the question above, how many are unduplicated?

8. Please provide the percentages of Race/Ethnicity served (Breakdown must total 100%):
   - African American or Black
   - Asian/Pacific Islander
   - Hispanic or Latino
   - Native American/Indigenous
   - White
   - Other
   - N/A

Did you accomplish this?

9. Please provide the percentages of ages this program served (Breakdown must total 100%):
   - 18-25
   - 26-35
   - 36-45
   - 46-55
   - 56-65
   - 65+

Did you accomplish this?

10. Please also describe the evaluation process(es) or method(s) you will use to measure your progress in order to determine the degree to which you met the intended outputs.
Did you accomplish this?
Additional Comments.

**Project Budget**

11. The project budget on the following page should show financial data for the proposed project during the grant period, not the organization's overall operating budget. Please only include revenue and expenses related to the proposed project, such as salaries, fees for services, etc. Please list all other funding sources you have applied to, both pending and secured, for this project. In the space below, please describe the use of requested funds by providing a timeline, steps and costs associated with successful projection completion.

Did you work within the budget?
Additional Comments.

How were the funds from this grant actually used—demonstrate by providing an itemized budget? What percentage above or below budget the project was actualized? Please provide the itemized project budget (from the proposal) with the corresponding actual expenditure in the space provided. If there are any significant variances from the original application budget, please explain.

12. How will you proceed with this project if you only receive partial funding? Are there components that are more critical than others?

Did you accomplish this?
Additional Comments.

13. List any unintended results that the program caused. These could include things like unexpected collaboration opportunities, serving a larger target population than expected, or missing an opportunity to work with a funder you weren’t aware of.

14. List any challenges encountered during the grant period that diminished your organization's ability to achieve the intended outcomes.

15. What is your future funding strategy to continue the program and/or the organizational work the funding supported?

16. Please include a 150 to 250-word inspiring impact story and submit up to three (3) digital photos (size 300 dpi or larger) Share how a life or community was changed by the program or project. We want to share the good news of your great work!

17. Do we have your consent to use your client stories and photos? Names will be changed for marketing purposes.

18. Do you have any other comments or important information to share?