

AAUW AZ State Community Action Grant



AAUW AZ State Community Action Grant Chair (CAGC)

Dr. Joan Jorgensen

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Information about the Community Action Grant

1. Branch President, or designee, should provide the AZ State Community Action Grant Chair (AZ CAGC) the branch’s Community Action Grant Chair contact information.

2. Each AAUW AZ Branch is encouraged to submit a Community Action Grant (CAG).

3. The AZ CAGC can attend community action projects. Please advise the AZ CAGC the location, date, and time of the project for planning purposes.

4. The dates shown below will be used for the application cycle.
 - The two-page (pages 6-7) application is included in this document and can be used until any update(s) are made.
 - If changes are made, the AZ CAG Chair will update the application and inform the AZ State Board Members; the revised application would be effective the next application cycle.

Year Cycle	Application Due	Grant Notification to Branch(es) Approved for Funding	Final Reports Due	Approved Funding Requests Due
2025-2026	March 31, 2025	April 15, 2025	Jun 1, 2026	Jun 1, 2026
2026-2027	March 31, 2026	April 15, 2026	Jun 1, 2027	Jun 1, 2027
2027-2028	March 31, 2027	April 15, 2027	Jun 1, 2028	Jun 1, 2028
2028-2029	March 31, 2028	April 15, 2029	Jun 1, 2029	Jun 1, 2029
2029-2030	March 31, 2029	April 15, 2030	Jun 1, 2030	Jun 1, 2030



Important Dates

- I. Submission for completed applications is **March 31, XXXX**.
 - a. Email notification for approved CAG projects will be sent to Branch Presidents no later than April 15.
 - b. **There will be no replies to emails/ phone calls asking about the status of a CAG while the review committee is in the active review process.**
 - II. Submission of project completion documents is **NLT than June 1 of the following year**.
 - a. The AZ CAG Chair will request the State Treasurer to release the grant funds within 48 hours of receiving project completion documents.
 - III. The completed 2-page application can be submitted:
 - a. Via email to the AZ CAGC
 - b. Contact the AZ CAGC as soon as possible if another method is required
5. Projects must be approved by the selection Committee before starting any branch work on the Community Action Grant project.
6. Branch President(s) and/or Branch Community Action Grant Chair(s) are encouraged to contact the AZ CAGC with questions at any time before applications are submitted. The AZ CAGC cannot say if an idea will be approved because approval will be decided at the review of application process. However, if you have any ideas for a grant, submit an application for consideration.



Procedures for AAUW AZ Community Action Project Grant Applications

Applications Due: NLT Mar 31, XXXX

Final Reports & Funding Requests Due: NLT Jun 1, XXXX

To: Dr. Joan Jorgensen, AAUW AZ Community Action Grant Chair (CAGC)

The AAUW AZ Board of Directors approved \$2,000 for four (4) qualifying community action projects. Branches may submit as many as two separate proposals if they implement two separate projects and combined, their budgets do not exceed \$500.

The total number of funded projects will be determined by the funds available.

- ✓ Awarded proposals will be announced in the Spring *AZ Sun* newsletter.
- ✓ Proposals must be received by **March 31, XXXX**
- ✓ Branch President(s) will be notified via email NLT **April 15, XXXX**, if selected for a CAG. **No early approvals will be released before April 15, XXXX.** Please plan accordingly.
- ✓ Completed proposals may be submitted through one of the following ways:
 1. Via email to the Community Action Grant Chair (CAGC)
 2. Contact the CAGC as soon as possible if another method is required.

Important Notes: Handwritten proposals will not be considered. Emailed proposals must include application form including the signatures of the Branch President and Branch Community Action Chair. The CAGC will confirm receipt of proposals received by US mail or email.

Projects must clearly reflect the AAUW mission:

AAUW advances equity for women and girls through advocacy, education, philanthropy, and research.

The Branch project should encourage active member engagement with its implementation.



Points to consider when completing a Community Action Grant (CAG) application:

Answers to these questions will provide the AZ CAGC and committee members information to compare the impact, nature, and value of the other branch proposals. While answers need not be extensive, they should provide sufficient information to guarantee a fair evaluation.

- How does the project carry out the AAUW mission?
- How will the project meet important needs within your community?
- When and where will your activity/project take place?
- How will this project engage branch members?
- How will this project engage the community, build partnerships or connections to sustain the initiative?
- How will the project/activity be evaluated?
- What kind of publicity do you envision before/after the event/project?
- Is this a reoccurring event for your Branch? If so, how many times (also provide the years) has this been awarded the Community Action Grant for this same event?

Important Note: A detailed budget that itemizes how the grant funds will be used is mandatory with the application submitted by NLT March 31, XXXX. Include other sources of funding for the activity in the budget.

Procedures to Request Community Action Grant Funds after Project Completion

On or before June 1, XXXX of the grant cycle, activities covered by the grant must be completed and a final report describing the project, how many people attended, other partners, organizations or special attendees, and the use of funds (including receipts, completed AAUWAZ expense claim form **and 3-6 pictures** (while the project took place).

Required: Include the name and contact information of YOUR Branch treasurer.

Funds will be paid by check from the AAUW AZ State Treasurer to Branch Treasurer.



APPLICATION FOR AAUW-AZ COMMUNITY ACTION GRANT (CAG) FUNDS

SUBMIT BY: March 31, XXXX

Note: While answers on this page do not need be extensive, be sure to provide sufficient information to guarantee a fair evaluation during the evaluation process.

1. How does the project carry out the AAUW mission?
2. How will the project meet important needs within your community?
3. When and where will your activity/project take place?
4. How will this project engage branch members?
5. How will this project engage the community, build partnerships or connections to sustain the initiative?
6. How will the project/activity be evaluated?
7. What kind of publicity do you envision before/after the event/project?
8. Is this a reoccurring event for your Branch? If so, how many times (also provide the years) has this been awarded the Community Action Grant for this same event?

Be sure to answer all 8 questions.

Important Reminder: A detailed budget that itemizes how the grant funds will be used is mandatory with the application submitted by March 31, XXXX. Include other sources of funding for the activity in the budget.

Submit application before March 31, XXXX, **and** final documents after the project is completed before June 1, XXXX to aawtucsonmembership@gmail.com

APPLICATION FOR AAUW-AZ COMMUNITY ACTION GRANT (CAG) FUNDS

SUBMIT BY: March 31, XXXX

Branch Name

Amount Requested \$

Project Title

Project Director

Project Director Signature/Date

Project Director Address

Project Director Email Address

Project Director Phone Number

Branch President Signature/Date

Branch Community Chair Signature/Date

Date Submitted: