

## **Branch Special Projects Grant Application**

AAUW Arizona encourages branches to support their local communities while furthering the mission of AAUW. If branches become aware of a need in their community that will advance equity for women and girls, they are encouraged to apply for a Branch Special Project grant.

Applications must meet the following criteria:

- It is a project, activity, program, sponsorship, or worthwhile opportunity that supports the mission of AAUW, i.e. it must address outreach, education, mentoring activities or be beneficial to the community in other ways.
- It identifies a timeline of actions and/or schedule for completion
- It describes a method for determining the effectiveness of the project
- It provides a publicity plan for promotion within the community
- It describes the target audience and its relevance to AAUW
- It provides a budget and describes additional sources of funding, if any (which could reduce the grant award)
- It includes a plan for involving branch members in the implementation of the program, i.e. providing supplies, planning the program or activity, raising funds to support this opportunity, or mentoring or assisting in the activity, etc.

NOTE: Application should be submitted to Branch Special Projects Chair Amy Perlick at [branchspecproj@gmail.com](mailto:branchspecproj@gmail.com). It can be scanned and/or attached to an email, or sent via USPS. Please contact for mailing address if needed.

## **Branch Special Project Grant Policies**

1. Branch Special Project Grants are for a maximum of \$1000. Branches may apply for one grant per fiscal year, and may not apply for the same grant more than once.
2. The Board will determine the amount of funding awarded for each individual grant. Due to fiscal constraints, AAUW Arizona has dedicated a total of \$5000 per fiscal year for Branch Special Project Grants.

3. Applications must be submitted to the Branch Special Project Chair no later than two weeks prior to an AAUW Arizona Board of Directors meeting, to be considered at the upcoming Board meeting. Meetings are held the third Wednesday in July, September, November, January and March. No applications are considered at the May meeting. The application is on pages 3-4 of this document.
4. A member from the branch must be present at the Board meeting (on Zoom or in person) to present the proposal and answer questions.
5. The AAUW Arizona Board of Directors will evaluate submitted proposals according to the approved criteria and recommend acceptance or rejection.
6. Payment is reimbursed by AAUW Arizona to the branch upon successful completion of a final report, due no later than June 1 of the current fiscal year. The final report is on pages 5-6 of this document.
7. Each branch receiving a Branch Special Project Grant must give a 5-minute presentation to the Board summarizing their final report, with special emphasis on the grant money's impact on the community.

## **Branch Special Project Grant Application**

Branch:

Project Name:

Project Manager:

Description of Project, including target audience:

How does the project address the mission of AAUW?

Expected beginning and end dates:

How will you determine the effectiveness of the project?

How will you promote/publicize the project within your community?

How will you involve branch members in the implementation of the program? i.e. providing supplies, planning the program or activity, raising funds to support this opportunity, or mentoring or assisting in the activity, etc.

Detailed budget of dollar amount requested. Please be as specific as possible and include any additional sources of funding, if any (which could reduce the grant award). Maximum \$1000.

The application will be discussed at the next AAUW Arizona Board meeting (on Zoom or in person). Who from your branch will attend the meeting to present your application to the Board?

## Branch Special Project Grant Application

Please check the specific criteria that this grant application meets:

Grant Types	<input checked="" type="checkbox"/>	Branch Member Involvement	<input checked="" type="checkbox"/>	Grant Must Address at least one (1) Criteria	<input checked="" type="checkbox"/>
Project		Assist/mentor activity		Benefit to community	
Activity		Plan program/activity		Education	
Worthwhile opportunity		Provide supplies		Mentoring activities	
Program		Support opportunity		Outreach	
Sponsorship		Work behind the scenes			
<b>If there are additional criteria not listed above, please add them here:</b>					
Grant Types	<input checked="" type="checkbox"/>	Branch Member Involvement	<input checked="" type="checkbox"/>	Grant Must Address at least one (1) Criteria	<input checked="" type="checkbox"/>

### Signatures

Branch President \_\_\_\_\_ Date:

Project Manager \_\_\_\_\_ Date:

Branch Treasurer \_\_\_\_\_ Date:

Date of Application: \_\_\_\_\_

### For Board Use:

State President \_\_\_\_\_ Date:

Branch Special Projects Chair \_\_\_\_\_ Date:

Application and signature page should be submitted to Branch Special Projects Chair Amy Perlick at [branchspecproj@gmail.com](mailto:branchspecproj@gmail.com). They can be scanned and/or attached to an email, or sent via USPS. Please contact for mailing address if needed.

**Final Report**  
**Branch Special Project Grant**

Branch:

Project Name:

This report must evaluate the effectiveness of the project in terms of how well it met the criteria set forth in the application.

Describe the project and how effective you felt it was.

Did it reach your target audience? How?

How did the project address the mission of AAUW?

How did you promote and/or publicize the project within your community?

How were branch members involved in the implementation of the project?

Each branch receiving a Branch Special Project Grant must give a 5-minute presentation to the Board summarizing their final report, with special emphasis on the grant money's impact on the community. Who from your branch will attend the meeting and give the presentation?

Please provide a final accounting of the income (including outside funds, if any) and expenses of the project, including receipts of costs that are to be reimbursed by the Branch Special Projects grant

Please provide photos, if available, newspaper or newsletter clippings, and quotes from recipients or involved AAUW members

**Final Report**  
**Branch Special Project Grant**

**Signatures**

Branch President \_\_\_\_\_ Date:

Project Manager \_\_\_\_\_ Date:

Branch Treasurer \_\_\_\_\_ Date:

Date of Final Report: \_\_\_\_\_

Branch Treasurer information:

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**For Board Use:**

State President \_\_\_\_\_ Date:

Branch Special Projects Chair \_\_\_\_\_ Date:

Send final report and signature page to Branch Special Projects Chair Amy Perlick at [branchspecproj@gmail.com](mailto:branchspecproj@gmail.com) no later than June 1. They can be scanned and/or attached to an email, or sent via USPS. Please contact for mailing address if needed.