



PRESERVING WOMEN'S LEGACY GRANTS CALL FOR PROPOSALS

Grant Amount: Between \$15,000 and \$40,000

Deadline	May 15, 2020 (11:30 p.m. EDT)
Notification	Approximately one month after the application deadline
Date projects may begin	July 1, 2020
Date projects must be completed	December 31, 2021
Additional details	<ul style="list-style-type: none"> • The Preserving Women's Legacy Grant is available only to designated Indiana Main Street organizations. • The purpose of the grant is to catalyze Main Street communities to discover, preserve and activate locations that tell stories about women's contributions in Indiana. • The grant requires at least a one-to-one cash/in-kind match. • We plan to award three to seven Preserving Women's Legacy Grants. • Grant recipients must attend an onboarding workshop on Thursday, July 23, 2020 (travel expenses will be covered). In addition, they must be prepared and willing to hold a public kickoff event in the fall of 2020. • The Preserving Women's Legacy Grant is a program of the Indiana Women's Suffrage Centennial, presented by Indiana Humanities and the Indiana Office of Community and Rural Affairs through funding from the state of Indiana.

As Indiana and the nation celebrate 100 years of women's right to vote, the Indiana Women's Suffrage Centennial is committed to telling the story of women across the Hoosier State. Throughout history and into the present, women have had significant influence upon Indiana's communities, both large and small. Yet often women's roles have been overlooked, their accomplishments ignored, their legacy overshadowed. Hoosiers must do a better job of celebrating the women of our state and educating the public about the impact women have had upon Indiana's landscape. With this in mind, the Indiana Women's Suffrage Centennial is pleased to offer the Preserving Women's Legacy Grants, presented by Indiana Humanities and the Indiana Office of Community and Rural Affairs (OCRA). The guidelines below provide details about these grants, outlining the types of projects we support, who's eligible to receive them, how to apply and other important information.

What We Support

The goal of the Preserving Women's Legacy Grants is to provide official Indiana Main Street Program organizations with funds to carry out projects that recognize women's history in their communities. The projects should lead to outcomes that are tangible and permanent (more on this later) and that promote visitation to the Main Street district. Examples of potential projects include:

- Historic preservation projects for built structures that have significant connections to women's history ([read this article for inspiration](#))
- Projects that combine historic preservation and creative placemaking ([learn more about placemaking principles at the Project for Public Spaces website](#))
- Public art such as murals and sculptures ([view a series of women's history murals in Philadelphia](#) and [learn about Fort Wayne's efforts to recognize a few of its prominent native daughters](#))
- Recreational projects, such as heritage trails ([see the Boston Women's Heritage Trail as an example](#))
- Creative public displays ([see some of the displays at the Women's Rights National Historical Park in Seneca Falls](#))
- Interactive experiences featuring art/displays and associated programming ([learn about efforts in Grand Rapids](#))
- National Register nominations combined with creative activation ([see some examples courtesy of the National Trust for Historic Preservation](#))

Eligibility

Only official participants in OCRA's Indiana Main Street program are eligible to apply for this grant. (For more information, visit <https://www.in.gov/ocra/mainstreet.htm>.) The Main Street applicants must partner with at least two other community organizations to plan and implement the grant-funded project. Eligible partners may include but are not limited to:

- Convention and visitors bureaus
- Community foundations
- Local museums or historic sites
- Local libraries
- Units of local government
- Local or regional economic development agencies

Each partner must take part in a meaningful way in the project's design, development and implementation. At least two of the partners must contribute to the cash/in-kind match (more on this below), although it is not necessary that the match be shared equally among the partners. Applicants must explain in detail each partner's role as well as the resources the partner will contribute (knowledge, audience, money, permits, etc.).

Requirements

Your proposal must meet the following requirements in order to be considered. The grant review committee will use these to evaluate, rate and rank your application.

Your proposed project must:

1. **Focus on women's history.** While we're offering this grant in recognition of the centennial of women's suffrage, projects do not have to focus on suffrage specifically. They should, however, have a strong connection to women's history in general and celebrate the contributions that women have made in your community. When evaluating applications, we'll give priority to projects that highlight historically untold stories of women, with special consideration for stories that are inclusive of race, ethnicity, socioeconomic status, religion, age, etc.

2. Be tangible and permanent. This means that the project must:

- Be open and accessible to everyone in the community
- Provide opportunities for people to engage in meaningful ways
- Have a long life (i.e., it should not be a temporary installation but rather should enhance the community for decades)

If your project includes programming/activation components, our review committee will assess the public nature of those programs and evaluate how factors such as timing and location will impact audience attraction. Note that you may charge admission to events funded with the grant, but the admission should be nominal (we recommend no more than the cost of a movie ticket). We will not fund activities if we feel the cost of admission will prevent them from being truly public events. For this reason, we likely won't support conferences or workshops that charge significant registration fees.

In addition, all public programming must be presented at sites that are accessible according to the Americans with Disabilities Act (ADA). If a site is not ADA accessible, you must demonstrate how you will make reasonable accommodations.

- 3. Enhance quality of life in the Main Street district.** The project itself does not have to be located within the officially designated Main Street district, but it should promote the goals and objectives of the Main Street program, foster further activity in the Main Street district and promote Main Street visitation.
- 4. Include at least two partners in the planning and implementation of the project.** For more information, see the "Eligibility" section above.
- 5. Include experts in the planning and implementation.** As you design and carry out your project, you should utilize qualified professionals with the proper expertise to ensure success—and your proposal must identify who these team members are. For example, if your project includes historic preservation components, you'll need to demonstrate that your team includes qualified preservation experts. If you're developing a heritage trail, you'll want to show that you have onboard professionals with experience in this area. Because the focus of this work is women's history, we strongly encourage you to include humanities scholars (someone with a master's degree or Ph.D.) in history, women's studies or a related field. We'll give priority to applicants who utilize the services of scholars as well as those of local historians, researchers, archivists, librarians or other experts. If you have questions about including qualified experts as part of your project, please contact us for guidance.
- 6. Include a plan for execution.** You must demonstrate that you have the capacity to execute the project you propose. No matter how strong an idea is, we won't fund it if we don't have confidence that you can successfully implement it. In your application, be sure to provide sufficient detail as you describe your project ideas and goals. Tell us exactly what you're going to do and how you'll do it. Be thoughtful and clear about your timeline. Identify your project team members and experts, describe their roles and show how they'll contribute to your project's success.
- 7. Request between \$15,000 and \$40,000 in grant funds.** The Preserving Women's Legacy Grants are intended to support substantial projects, which is why we've set a minimum request. You may seek between \$15,000 and \$40,000 for your project. When we award a grant, we like to give the full amount requested, but we do look closely at budgets to evaluate where applicants are proposing to spend grant funds. In some cases we may offer only partial funding.
- 8. Demonstrate at least a one-to-one match in cash or in-kind contributions from your organization or other sources.** Matching funds will ideally demonstrate a level of community support for the project. They cannot come from other OCRA or Indiana Humanities grants. We encourage you to be thoughtful about calculating your match and to provide an accurate valuation of what you and your donors/collaborators will bring to the table. You'll find more information about the match in the "Budget" section in Appendix A below.

- 9. Include paperwork documenting all necessary permissions and applications for approval.** You must have the legal right or allowance to alter, change or add to any structure or place in the project scope, and you must submit documentation of ownership or approval of stated activity with your application. In addition, if your project falls within a historic district or impacts a historic structure, you must complete an application for a Certificate of Approval (State Form 52889). [You'll find the application and instructions here.](#) Although the instructions say to send the completed Certificate for Approval application to the state's Division of Historic Preservation and Archaeology (DHPA), do not do so. Instead, upload the completed application with your proposal (you'll find an "Attachments" section at the end of the online grant application form). If we award you with one of the grants, we'll forward your completed Certificate of Approval application to the DHPA for review. The DHPA must approve the application before we award any funds for the work.
- 10. Begin after July 1, 2020, and wrap up by December 31, 2021.** While you may begin planning your project in advance, the core work should not take place before July 1, 2020. You must finish all work within one and a half years, by December 31, 2021, with final reports due 90 days after the project's close date.
- 11. Start with your attendance at a required training workshop on Thursday, July 23, 2020, at Indiana Humanities (1500 N. Delaware St., Indianapolis).** The workshop will feature skill-building sessions focused on getting the word out about your project and attracting visitors, ideas for kickoff events, background information on women's history in Indiana and more. At least one member of your project team must attend, and up to five members of your local planning team may attend. All travel expenses will be covered.
- 12. Include a public kickoff event.** We want to ensure that the community engages with your project and that it receives the attention it deserves. Therefore, we'll require you to include a kickoff event—such as a groundbreaking or ribbon-cutting ceremony—as part of your programming.

Note: If you're awarded a grant, you'll need to comply with a number of additional administrative requirements. Refer to the "Administration" section below.

Restrictions

Preserving Women's Legacy Grants cannot be used for any of the following purposes:

- General operating expenses
- Staff salaries
- Grant administration costs
- Political action or advocacy
- Religious practices or training
- Social services
- Scholarships or prizes
- Gaming activities
- Food or drink (including alcoholic beverages)
- Entertainment (unless it's a key educational component of an associated program—for example, musicians for a program on Indiana's jazz heritage)
- Flowers, shrubs or other plantings
- Publication of books
- Demolition
- Activities or spaces that are not open to the public

We allow up to 10 percent of the grant to go toward **indirect costs**; 25 percent of the cost share (i.e., your match) may come from indirect costs.

Application, Review and Notification

You must submit your proposal using Indiana Humanities' online application system. You'll find instructions for using the system at www.indianahumanities.org/grants. Please note that if this is your first time using the system, you'll have to register. **More information about applying (including a list of narrative questions) is included in Appendix A below.**

As noted on page 1, Preserving Women's Legacy Grant applications are due at 11:30 p.m. EDT on May 15, 2020. A review committee will assess each proposal received based on the extent to which the project aligns to the guidelines presented in this document. In particular, committee members will evaluate the richness of the project; its ties to women's history and clear contributions of experts; the feasibility of the methods and the organization's capacity to execute the project; the strength of the idea and the statement of need; and the clarity and reasonableness of the budget. The committee will also take into consideration other factors such as geographic reach, audience diversity, community support and program evaluation components. **To help you better understand the factors that go into our assessment, we have attached the Preserving Women's Legacy Grant scoring rubric in Appendix C.**

The review process will take approximately one month. Once we know the status of your proposal, we'll notify the project director listed on your application. The project director is responsible for informing other team members.

Administration

Indiana Humanities will oversee the administration of the Preserving Women's Legacy Grants. If you receive a grant, Indiana Humanities will send your project director a grant agreement to execute, along with information outlining the requirements for administering the grant.

Among other things, you'll need to:

- Sign and return to Indiana Humanities a hard copy of the agreement. **This is a standard agreement and is nonnegotiable.** We reserve the right to cancel the agreement if you make significant changes to your project scope, purpose, activities, personnel, budget or timeline without obtaining permission.
- Register in the federal government's System for Award Management (www.sam.gov). We cannot send payment until we verify that you're registered.
- Send letters to your elected officials announcing the receipt of the grant.
- Attend the training workshop on Thursday, July 23, 2020. You'll find more details in the "Requirements" section above. **Note that at least one member of your project team must attend.**
- Submit to Indiana Humanities a calendar of events related to your project (including the required public kickoff event and any other activities).
- Comply with basic state and federal nondiscriminatory statutes.
- Report significant changes in the project to Indiana Humanities prior to their execution.
- Acknowledge the Indiana Women's Suffrage Centennial, Indiana Humanities and OCRA as stipulated in the grant agreement.
- Submit an expenditure and evaluation report within 90 days of the project's conclusion.
- Retain auditable records of grant funds and local donations of cash and in-kind contributions and services (for three years).

Indiana Humanities will pay up to 90 percent of the award in advance, though you'll need to use any funds we send within 90 days of receipt (which means you may need to request payment in installments). We will not pay any funds until we receive the signed agreement, obtain copies of the letters you send to your elected officials, verify your SAM registration and secure DPHA approval for preservation projects

(as needed). We'll withhold 10 percent of the grant funds and release them after we receive the final grant report, including an accounting of your expenditures.

Application Support

We're available to support you as you prepare your application, and we encourage you to reach out if you have questions or concerns about whether your ideas align with the goals of the grant. We're also eager to provide assistance as you prepare your budget, identify your experts, fill out your application form and so on. For help, please contact:

George Hanlin, Director of Grants
Indiana Humanities
1500 N. Delaware St., Indianapolis, IN 46202
ghanlin@indianahumanities.org
317.616.9784

Appendix A—Additional Information about Applying

A well-prepared application influences the grant-review process. To achieve a superior rating, proposals must meet the published criteria; clearly describe the end product and include a workable plan; have a consistent and accurate budget with itemized expenses; and demonstrate community need for the proposed programming. The following outlines the sections you'll find on the online application form with some guidance for each.

Part 1: Overview

This provides us with the basic information we need about your organization. The following definitions/tips offer some guidance.

- *Project Title:* The name you've given your project. Make it brief, self-explanatory and appealing.
- *Sponsoring Organization:* The group assuming full responsibility for the grant and to whom the grant will be paid. Remember that applicants must be an official Indiana Main Street organization.
- *Sponsoring Organization Official:* A person who is legally empowered to sign the application on behalf of the organization—usually the president, executive director or chair.
- *Federal Employer Identification Number (EIN):* Also referred to as the Federal Tax Identification Number (TIN), this is a unique nine-digit number that the Internal Revenue Service assigns to organizations.
- *Project Director:* The person who will serve as the administrative contact for Indiana Humanities. This should be a representative from the local Main Street organization. Because this is the person to whom we will send all correspondence related to the grant, this person must be aware of the application and be prepared to serve. The address you list should be the location where the project director wishes to receive paperwork, such as the grant agreement and checks (though we strongly prefer to send payments electronically). Note that you must submit the project director's resume or CV as part of the application.
- *Project Partner(s):* The community organizations that are helping you plan, implement and fund the project. Remember that you need to include at least two other partners. Provide information for each of the partner organizations, including the key contact at each. If you have more than three partners, you may type the requested information into a separate document and attach it at the end of the application.

Part 2: Project Summary

The project summary offers our reviewers a quick overview of your project. **In no more than two or three sentences per question** you should:

- Describe your project. What product/programming will it produce?
- Describe the audience it will reach.
- Outline when it will take place/be completed.
- Indicate where it will take place/be installed.

You'll see that in this section we also ask questions about whether your project/associated programming will be presented at sites that are accessible according to the Americans with Disabilities Act (ADA) and whether you'll be charging admission to any events. Depending on your responses, you may need to provide further explanation.

Part 3: Narrative Questions

These questions allow you to provide more detailed information about your project's purpose, audience, implementation and evaluation. The online system allows you to start your application, save it and come

back to it later. But just to be safe, you might want to type your answers in a word-processing program, save, then copy and paste them into the online form.

These are the questions you'll need to answer:

- What is your project? Be specific about the different components and give a thorough description to help reviewers imagine how the project will unfold.
- How will your project discover, preserve or activate Indiana women's history? Be specific about the historical research that informs your project. If your project brings to light historically underrepresented communities, please note so here.
- Outline the goals of your project. What do you want to accomplish? How does it align to the goals of the Preserving Women's Legacy Grant? What do you expect will happen as a result of your work?
- Provide a description of project team members, what organization they represent and their roles in planning and implementing the project. (We realize that depending on the nature and potential breadth of the project, you might not be in a position to include everyone involved, but provide us at least with the key team members.) Be sure to identify here who your project experts are.
- Give us some idea of how you'll manage the partnership. How will you ensure that partners' expectations are aligned, that all partners contribute as agreed upon and that all partners benefit?
- Give a detailed timeline for the project, including the projected months for planning, implementing and evaluating/reporting.
- As noted in the requirements, this grant is intended to fund projects with a long life (i.e., they should benefit the community for decades). How will you ensure this? What is your maintenance plan for historic structures, artworks or other projects that require ongoing upkeep?
- Describe your evaluation plan. How will you measure the impact of the project? How will you know whether you've successfully accomplished your goals?
- How will you build upon this opportunity? How will you use it to further promote the legacy of women in your community and to promote the goals of your Main Street district?

Part 4: Budget

Here you'll provide a line-item budget for the project, **using the budget format in Appendix B as a guide**. We've included at www.indianahumanities.org/grants a template you can download and complete; you may also create a spreadsheet (e.g., Microsoft Excel) as long as it has the same columns and categories.

Please note the following:

- The column titled "Grant Funds" should reflect how you'll use the funding that you're requesting. Remember that you cannot use grant funds for:
 - Staff salaries (although you may use grant funds for personnel such as consultants, artists, designers, etc.)
 - Food and drink (line items for alcoholic beverages, whether from grant funds or cost-share funds, are prohibited; purchases of alcohol should not appear anywhere in your budget)
 - General operating expenses
 - Political or religious advocacy
 - Other activities/items listed in the "Restrictions" section above

You may use up to \$500 in grant funds to help support the required kickoff event (see the "Requirements" section above), but you cannot spend them on food, drink or other restricted activities.

- The column titled "Cost Share—Cash" should reflect cash for project expenses that comes from you, the applicant, and your partners. **You may count in this column the time that paid staff will spend on the project.**

- The column titled “Cost Share—In-Kind” should reflect the dollar value of support given to the project instead of money. Examples include volunteer time, use of donated meeting space or donated supplies. Compute the in-kind value according to the actual pay scale of persons engaged in comparable work, the actual rental value for the room or the actual purchase value of the supplies.
- Your total cost share (cash and in-kind combined) must be at least equal to your requested grant funds (i.e., you should demonstrate at least a one-to-one match).
- You cannot count as part of your cost share any funds that you receive from other OCRA or Indiana Humanities grants.
- You should keep reimbursement for airfare, hotel and per diem at reasonable rates; you should reimburse mileage at no more than the current IRS standard rate.
- You should be specific and clear about how you’re spending grant dollars and meeting your match. If any budget items need an explanation, provide it in the Notes column. Remember that clarity of budget is one factor on which we evaluate your proposal.

Part 5: Required Attachments

- The online application requires you to attach resumes or CVs (no longer than two pages each) for the project director and experts. Remember, the project director is the person whose name appears in the first section of the application. This person should be a representative from the local Main Street organization and will serve as the primary contact for the project. This person is also chiefly in charge of implementation and final reporting for the grant.
- If you plan to alter, change or add to any structure or place in the project scope, upload documentation of ownership or approval of the stated activity. Details are in the “Requirements” section above.
- If your project falls within a historic district or impacts a historic structure, upload an application for Certificate of Approval (State Form 52889). Details and a link to the form are in the “Requirements” section above. Note that you should upload the Certificate of Approval application here and should not send it directly to the state’s Division of Historic Preservation and Archaeology.
- Attach support letters from each of your project partners, explaining the organization’s involvement in and commitment to the project. We also encourage you to upload a letter or two from other groups or individuals expressing their support for the project and describing its value to the community.
- **Please note that the attachment sections don’t allow you to upload multiple documents—for each section you must merge all of your items into one document and upload it.** (For example, in the section that asks for resumes, you won’t be able to upload four individual resumes—you’ll have to combine each of the four resumes into one document and upload that single document.) If you have difficulties with this, please contact us and we can assist you.

Appendix B—Sample Budget

Use the following sample budget as a guide for laying out and itemizing your own budget. You may create your budget in either a Word document or spreadsheet as long you use the same columns and categories as in the sample. Note that the figures shown here are for example only and don't necessarily reflect real-life costs or time commitments.

Category	Grant Funds	Cost Share—Cash	Cost Share—In-Kind	Notes
<i>Administration</i> (list all persons, titles, hours and rates of pay)	Not permitted	Gayle Krepps, executive director, Main Street program, 75 hrs. x \$31/hr. = \$2,325 Elise Smith, program director, Main Street program, 300 hrs. x \$24/hr. = \$7,200 Eric Hanson, director, historical society, 30 hrs. x \$19/hr. = \$570 John Frisch, program officer, community foundation, 25 hrs. @ \$28/hr. = \$700	Six volunteers for four hours at two events 48 hrs. total @ \$15/hr. = \$720	We expect to recruit a team of six volunteers (coordinated by the Main Street program's organization committee) to help with the both the groundbreaking and dedication events and estimate they'll work four hours at each event.
<i>Program Personnel</i> (list all non-administrative persons and stipends or rates of pay)	Susan O'Keene, mural artist = \$25,000 fee (includes supplies)	Janet Brown, women's history consultant = \$3,000 honorarium Sarah Jackson, dedication speaker = \$750 honorarium Freetown Village, reenactors for dedication ceremony = \$1,000	Speaking fee discount offered by Sarah Jackson = \$750	Funds for Janet Brown, Sarah Jackson, and Freetown Village are provided by the community foundation. Sarah Jackson will discount her normal fees by half, so we're counting the \$750 discount as in-kind.
<i>Travel and Per Diem</i> (list mileage, airfare, lodging, per diem, etc.)	Janet Brown mileage for three research trips to/from Indianapolis, 186 miles RT x 3 trips x \$.575/mile = \$320.85 Sarah Jackson flight from Boston = \$354 Jackson hotel (one night) = \$128 Jackson car rental = \$108 Jackson per diem, two days @ \$50/day = \$100			
<i>Supplies</i> (list expenses for any supplies)		Food and nonalcoholic beverages for groundbreaking and dedication ceremonies = \$500		Paint and other supplies for mural are included in artist's fees and not listed here.

<i>Printing and Postage</i> (list expenses for any printing and postage)		Printing for groundbreaking flyers = \$200 Printing for dedication flyers/invitations = \$600 Mailing of dedication invitations = \$150	Discount for printing of flyers and brochures = \$500	Our local printing company is giving us a discount, so we're counting it as in-kind.
<i>Space Rental</i> (list expenses related to office and meeting space)				
<i>Other</i> (list all items not included above)		AV rental for two events, \$100 per event = \$200 Annual maintenance budget for mural (money that Main Street sets aside each year into reserves), 25 yrs. x \$500/yr. = \$12,500		The historical society is paying for the AV rental.
TOTALS	\$26,011	\$29,595	\$1,970	

Appendix C—Preserving Women’s Legacy Grant Scoring Rubric

Our grant review committee uses the following scoring rubric to evaluate proposals.

Applicant Name:

Date:

Does this proposal meet the minimum guidelines (Main Street applicant, women’s history project, tangible and permanent, etc.)? **Y** or **N**

If “yes,” use the rubric below to evaluate the proposal and assign a score.

Core Components

Component	Unacceptable	Acceptable	Good	Exemplary	Points Awarded
Project Focus/ Expertise <i>20 Points</i>	The project’s connections to women’s history are weak, and its commemoration of women’s legacy is minimal. The experts listed are not legitimate or are questionable at best. <i>0–5 points</i>	The project focuses on women’s history, although its approach may be weak. The project does include experts, but their role may be incidental or not well defined. This is an adequate project, but it doesn’t necessarily inspire. <i>6–10 points</i>	The project clearly focuses on women’s history and the impact that women have had in the community. It features strong educational elements. The experts and their roles are clearly identified, and the experts will likely contribute to the project’s success. <i>11–15 points</i>	The content focuses on women’s history that is underrepresented or not often studied. The project may apply unique approaches. The experts are extremely qualified and fully involved and will ensure that this is an outstanding project. <i>16–20 points</i>	out of 20
Community Enhancement Aspects <i>20 points</i>	The project doesn’t include the community enhancement aspects that we define in our grant guidelines. It’s not likely to engage people or to create a lasting impact, and chances are it won’t promote the goals of the Main Street program. <i>0–5 points</i>	The project has some elements that will engage the public, but they need further definition. The proposed idea is adequate, but with more thought and development, the project would achieve the goals that that we’re expecting to meet with this grant. <i>6–10 points</i>	This is a creative project that will clearly engage the community, and the applicant has demonstrated how it aligns with the goals of the Main Street program. This sort of project serves as a showcase for the Main Street program’s work. <i>11–15 points</i>	This is a model project. It clearly aligns with the goals outlined in our guidelines, and we’re excited to highlight it. This is an outstanding example of the kind of transformative projects we want to support with this grant. <i>16–20 points</i>	out of 20
Capacity <i>20 Points</i>	The organization’s ability to carry out this project is questionable. The team does not appear qualified, the timeline is not well thought out/presented, the research/planning seems weak and/or the organization does not have a strong track record. It does not appear that the organization has the capacity to meet the goals of this grant. The proposal is poorly developed. <i>0–5 points</i>	Given the proposal and what we know of this organization/team, it’s likely it could adequately carry out this project. The team appears qualified, and the timeline seems sound. Based on our understanding of the project, we feel the organization is positioned to achieve the goals of this grant. <i>6–10 points</i>	The organization has developed a solid proposal that inspires confidence. It has put significant thought into the planning of the project and presents a clearly defined timeline that’s achievable. The organization has a clear audience in mind for its project and a method for achieving its goals. This organization has a reputation for delivering. <i>11–15 points</i>	This is an organization that we can depend on to do great work. It has a reputation for excellence. It has prepared a concise and inspiring proposal with clearly outlined goals and a well-defined approach to achieving the goals. The timeline is explicitly spelled out and on target. The organization leaves no doubt that it will be successful. <i>16–20 points</i>	out of 20

Case Statement/Need <i>15 Points</i>	The proposal does not make a compelling case as to why this project is important to the community, nor does it convey enthusiasm and make us want to fund the project. The person writing the proposal does not “sell” the project, and if we don’t fund it, it’s hard to see that there will be much negative impact. <i>0–3 points</i>	Based on the proposal, we can see that this project has merit. The proposal sheds some light on the value the project brings to the community. While the enthusiasm factor might not be the highest, we can tell that the project team will be engaged and committed to creating impact. <i>4–7 points</i>	The proposal makes a compelling case as to why the project is important and clearly defines the impact it will have on the community. The proposal conveys a strong sense of enthusiasm and excitement. We know that if we fund this work, the team will carry it out with a sense of purpose and will create meaningful engagement. <i>8–11 points</i>	The proposal makes clear that this is a project we must fund. The applicant demonstrates how the project is creative, innovative and dynamic and how it will provide the community with essential and impactful programming related to women’s history and legacy. The proposal leaves no doubt as to the value of the project. <i>12–15 points</i>	out of 15
Budget <i>10 Points</i>	The budget does not include details to help reviewers understand how the organization will spend grant dollars and meet its match. It doesn’t seem reasonable, it proposes to spend funds on prohibited activities, and/or the numbers don’t add up. It raises questions about the ability to execute. <i>0–2 points</i>	The budget is adequate. While it might not offer the most detail, the organization has put some thought into it, and we get a sense of how the organization will spend grant dollars and meet its match. The figures seem reasonable compared to what we understand about the project. <i>3–5 points</i>	The budget is well prepared. It offers sufficient detail to help us understand how funds will be spent. The organization has been thorough with calculating cash and in-kind cost share, and we feel the budget does a good job of accurately reflecting the costs involved with the project. <i>6–8 points</i>	This is a model budget. It presents a thorough accounting of how the grant dollars will be invested, and it’s clear that the applicant has spent time getting quotes, estimates, etc. The cash and in-kind cost-share calculations are detailed and reasonable. The budget’s detail inspires confidence in the project. <i>9–10 points</i>	out of 10

Additional Factors

Factor	Considerations	Points Awarded
Reaches Underserved Audiences <i>5 Points</i>	Award up to five points if you feel that the programming proposed in this proposal will reach underserved audiences (consider geography and demographics such as race, ethnicity, gender, age, socioeconomic status, rural/suburban/urban status, sexual/gender identity, etc.).	out of 5
Demonstrates Community Support <i>5 Points</i>	We asked the applicant to include letters of support from each of the partners, explaining the organization’s involvement in and commitment to the project, as well as the value of the project to the community. We also suggested that the applicant include letters of support from other groups describing the benefits of the project. Based on the letters provided—and other information presented in the proposal—award up to five points.	out of 5
Includes Evaluation Components <i>5 Points</i>	We want our grant recipients to give thought to evaluation so that they can demonstrate to stakeholders (including us as funders) that the project was successful. Understanding that evaluation tools can be expensive and that finances may create limitations, award up to five points based on the applicant’s approach to evaluation (looking at whether it attempts to define objectives, seeks input from multiple sources to assess whether it met those objectives, uses the information to make improvements, etc.).	out of 5
<p style="text-align: center;">Add together the points you assigned for each of the core components and factors listed above and enter the total to the right.</p> <p style="text-align: right;">This is your final score.</p>		out of 100

Comments: