



WOMEN AND GIRLS
FOUNDATION

WILL WORK FOR EQUALITY

GUIDELINES -DISCRETIONARY GRANTS-

I. DISCRETIONARY GRANTS:

Discretionary grants are made to projects which, because of timing or scope, necessitate an immediate response. Average turnaround time for approval and funding, for a discretionary grant, is 60 days.

II. CONDITIONS FOR FUNDING:

- Organizations requesting funding must be 501 (c) (3) non-profits, located and working in the Southwest Pennsylvania region.
- The funding request should be time-sensitive and not exceeding \$2,500.

The Women and Girls Foundation (WGF) invests in regional efforts that create **systemic change** and **increase rights of women and girls** in Southwest Pennsylvania. To be considered for funding, your program must propose to achieve change that will be measured by one of the following indicators of systemic change:

- **Changing how people are thinking and talking about an issue-** by the conclusion of your project, you will have raised awareness, introduced new language, and reframed the discussion of gender inequity among both program participants and community members.
- **Engaging communities in civic action-** you will have inspired communities to engage in civic action to eradicate, or improve, a local issue of gender inequity. You will have moved communities to join with your organization in ending a form of gender inequity.
- **Developing or changing public or corporate policy-** systemic obstacles to equity will be overcome through the adoption of new laws, policy, or practices. These new policies, aimed at increased equity and opportunities for women and girls in Southwest PA, will be a result of your efforts.
- **Fighting back opposition to equity-** as a result of your efforts, opposition to increased advancement and liberties for women and girls will lose traction.

Funding will **NOT** be provided:

- To religious organizations, for religious purposes, or to those actively working to limit women's reproductive or other civil rights.
- WGF is not able, at this time, to fund scholarships, fellowships, or individual endeavors, or operating support for victim or social services. In some cases individuals may apply for funding for a project in collaboration with a non-profit organization partner 501(c) (3).

III. HOW TO APPLY:

To apply, follow these three steps:

Step 1: Review WGF Priorities as well as the Guidelines for Discretionary Grants

Step 2: Write a Letter of Inquiry (LOI) describing your program, and mail it to WGF

Step 3: WGF Program Officer will contact you to discuss your project

STEP 1: Review the Guidelines for Discretionary Grants:

Carefully review the WGF Priorities, as well as this document, for detailed instructions on how to apply for a Discretionary Grant. If you have any questions, please contact Adriana Dobrzycka, WGF Program Officer, at adriana@wgfpa.org or call 412-434-4883.

NOTE: If you have an Event Support Grant request, that is time-sensitive and below \$2,500 please follow the Discretionary Grant application process.

STEP 2: Write a Letter of Inquiry (LOI):

*NOTE: All LOIs **must** be mailed to WGF*

Letters of Inquiry (LOIs) should clearly state that you are applying for a Discretionary Grant. The LOIs should be concise, generally one to three pages, and should be signed by the organization's Executive Director or Board Chair. Below is a list of information to be included:

A. Organization:

- Brief description of organization
- Address, telephone number, fax number, email address
- Name of contact person
- Name of

B. Project or Program:

- **Summary**– One sentence describing the proposed project or program and the systemic change you hope to achieve
- **Overview**– Purpose, objectives, goals, how project relates to WGF's mission and grantmaking priorities
- **Description**– Target population, specific action plan, collaborators and community partners, timeframe and duration
- **Implementation** (and results)– Qualifications for executing proposed project, expected outcomes, how effectiveness will be monitored and evaluated, plan for sustainability at conclusion of funding period
- **Budget**– Project income, private and public funding sources (pending and received), project expenses and amount requested

C. Attachments:

- IRS 501(c) (3) determination letter
- Mission Statement
- List of current Board of Directors

TIPS!

As you write your Letter of Inquiry (LOI), the most important questions, for you to answer fully and thoughtfully, are:

- Describe how the program will **increase rights** for women and girls in the region
- Describe how the program will seed **long-term systemic change** that will result in increased rights for women and girls in Southwest PA
- Describe which of the **indicators of systemic change** will be used to determine the impact/success of your program

STEP 3: Meet with WGF Program Officer:

After we receive your Letter of Inquiry (LOI), a representative from the Foundation will contact you to discuss your project in greater detail.

We will make all best efforts to respond to discretionary grant support requests in 30 days from receipt of the Letter of Inquiry (LOI). Average turnaround time for approval and funding is 60 days. Grant awards do not exceed \$ 2,500.