



WOMEN AND GIRLS
FOUNDATION

WILL WORK FOR EQUALITY

GUIDELINES -EVENT SUPPORT GRANTS-

I. EVENT SUPPORT GRANTS:

Event Support Grants provide support for special events, artistic exhibitions and theatrical productions showcasing women's voices and promoting gender equity among communities of Southwest Pennsylvania.

II. CONDITIONS FOR FUNDING:

- Organizations requesting funding must be 501 (c) (3) non-profits, located and working in the Southwest Pennsylvania region.
- Grant requests that fall under this category include: special events, artistic exhibitions and theatrical productions. Funding requests should not exceed \$10,000.

To be considered for funding, your event must fulfill the following criteria:

- Showcase women's voices and/or their leadership roles in an innovative way
- Reach out to a diverse public to promote gender equity among audiences of all ages and genders
- Have an educational component to engage community members both as spectators and active participants
- Propose to seed change 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 for the following events:

- One time events targeting limited audiences
- Events that are not open to the public or which audience is limited
- Events which do not support gender equity

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 the WGF Priorities as well as the Guidelines for Event Support Grants

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

Step 3: Meet with WGF Program Officer and, if invited, fill out an Event Support Grant Application

STEP 1: Review the Guidelines for Event Support Grants:

Carefully review WGF Priorities, and this document, for detailed instructions on how to apply for an Event Support 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: We will no longer accept grant proposals for which we have not received an LOI first.

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

Letters of Inquiry (LOIs) should clearly state that you are applying for an Event Support 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

B. Project or Program:

- **Summary**– One sentence describing the proposed event and the systemic change you hope to seed
- **Overview**– Purpose, objectives, goals, how event 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 event, expected outcomes, how effectiveness will be monitored and evaluated
- **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 event will seed the **increase of rights** for women and girls in the region
- Describe how the event 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 event

STEP 3: Meet with WGF Program Officer:

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

If you are invited to submit a full Event Support Grant Application, the WGF Program Officer will provide you with grant application materials. Grant awards do not exceed \$10,000.

Please be advised that the grantmaking process, from Letter of Inquiry (LOI) to proposal approval and disbursement, may take between three and four months. Please plan accordingly. Thank you!