

Women In Philanthropy Proposal Guidelines

Administered by Central Carolina Community Foundation

Central Carolina Community Foundation invites proposals in the range of \$4,000 to \$7,000 for programs in Richland and Lexington counties that engage at-risk youth. These proposals should have an emphasis on women and girls, ages 12-17, and priority will be given to programs that have arts, cultural, educational or environmental focus.

In three pages or less, please address the following:

- Objectives of the proposed project.
- Project description, including how the project will promote and encourage development of youth and the community needs the project will address.
- Names of organizations, if any, you plan to partner with, and a description of how you will accomplish the collaboration.
- Outcomes you expect the project to yield and the how these outcomes will be measured (evaluation form).
- Proposed number of people served along with a description of the population. Outline of staffing structure and experience to deliver the specific program.
- Specific amount requested with complete detailed budget and an explanation of expenses associated with the project (budget form).
- Timetable for implementation.

Proposal deadline is 5:00 p.m. on **February 15** of each year. If this day falls on a Saturday, Sunday or holiday, the materials are due by 5:00 p.m. on the next business day.

Please remember to:

- Provide complete contact information for your organization to include the contact person responsible for the proposed project, his/her address, e-mail address and phone number.
- Follow the outline form in the presentation of your proposal.
- Have the proposal signed by the President, Executive Director or Principal of your organization/school.
- Attach current list of Board of Directors, current operating budget, and directions to your site from downtown Columbia so that we may arrange a site visit.
- Mail or deliver the proposal. No fax or e-mail proposals will be accepted.

Should you have any questions regarding this process, please contact Veronica L. Pinkett-Barber, Program Officer, at 803.254.5601 x.331 or veronica@yourfoundation.org.

Please mail or deliver your proposals to:

Women in Philanthropy
c/o Central Carolina Community Foundation
2711 Middleburg Drive, Suite 213
Columbia, SC 29204

Women In Philanthropy Grantee Checklist

Please print out this form and check the items that are true for your organization.

The following information will be helpful to the Arts, Education, and Environment Allocations Committee when reviewing the proposals. **Sign the form and attach it to your proposal.** If you have any questions please contact Veronica L. Pinkett-Barber, Program Officer, at 803.254.5601 x. 331 or e-mail her at veronica@yourfoundation.org.

DO NOT send the items as attachments, however, please be prepared to provide proper documentation of this information to the Arts, Education, and Environment Allocations Committee upon request.

Our organization is/has:

- Currently in good standing with the Internal Revenue Service as a charitable organization, such as under Section 501(c)(3). If not, please explain:

- A charitable registration letter from the South Carolina Secretary of State's Public Charities Section or a current letter stating that your organization is exempt from registration.
- Operating by-laws and/or current personnel policies.
- A current list of the Board of Directors to include mailing address, phone number, the date in which term of service ends.
- A current strategic plan that is used to set organizational goals and activities.
- Copies of full Board meeting minutes over the last 12 months.
- Audited financial statements approved by the Board.
- A current operating budget approved by the Board.
- An organizational chart showing staffing.
- Sufficient staffing to handle administrative as well as program matters.

Print Name _____

Title & Organization _____

Signature _____ Date _____