

AAUW New Jersey Charitable Trust

CT Grant Program: Background Information

The Charitable Trust's purpose is to provide grants to the AAUW of New Jersey (AAUWNJ) affiliate and its districts and branches to advance AAUW's mission and goals. Those goals related to gender equity in education, the workplace, and leadership for women and girls are of special interest. It is a Section 501(c)(3) charity and an affiliate of national AAUW.

CT Grants can reduce financial hurdles of programs and support AAUWNJ members in collaborative projects. The CT supports traditional programs as well as novel ideas for mission-based work. We encourage networking with schools, community-based and other organizations that share our mission, thereby amplifying the benefit and impact of projects and programs.

General grant guidelines:

1. **Who may apply:** An AAUWNJ branch, district, or the state affiliate may apply for a grant. The sponsoring organization will name an individual as their representative to the CT. This person serves as a point of contact with the CT President and is accountable to ensure the grant requirements are met as outlined in the application.
2. **How to submit:** Applications are submitted electronically throughout the calendar year. Reviews generally take a few weeks, but may be slightly longer over summer months. Submissions and any questions about applying should be directed to the Charitable Trust President at aauwnj.ct@gmail.com.
3. **Grant Award size:** The size of the award is tied to specifics of the program and the Applicant. For instance the project scope, the impact on women & girls, outcomes, other financial support, etc., are taken into account. Final awards may be lower or higher than requested. The maximum limit of grant awards is \$2000. Recent grants have been in the \$250 - \$1500 range. Any request above \$2000 could be considered in exceptional cases by contacting the CT President.
4. **Ineligible Expenditures:** General administrative and fund-raising activities are not eligible. Salaries, stipends or costs of Grant administrators are not eligible.
5. **Awardee Responsibilities:** Awardees are asked to accept certain responsibilities related to the CT monetary, records, and recognition policies before the funds are released.

CT Grant Program: Process

1. **Preparation and submission:** Prepare a Grant Application by following the Application Instructions in the section below. Submit it electronically at least 4 weeks in advance of the project or any commitment deadline for funding. Send it as an email attachment (MS Word or PDF format) to ***aaunwj.ct@gmail.com***, “Attention: Charitable Trust President”. Initial responses to applications are usually made within 2 weeks. Any questions also can be directed to this address.
2. **Application evaluation:** The CT Grant Committee evaluates the proposal based on the components listed below. The “Project Description” carries the most weight for approval. Insufficient information may delay our ability to finalize a decision.
 - a. **Project Description**
 - b. **Impact**
 - c. **Evaluation of Program**
 - d. **AAUW Member Involvement**
 - e. **Overall Budget**
3. **Awardee Agreement:** After a grant proposal is approved, the Awardees complete a “Grant Acceptance” form acknowledging their obligations before grant funds can be released. These simple obligations are outlined on the Grant Acceptance Form below.
4. **Grant payments:** Awardees may request up to 85% of funds before the event as needed. The remaining 15% is paid after the Final Report is accepted as complete.
5. **Awardee Final Report:** This final summary should be submitted within 30 days after project completion to ensure a timely review by the Grant Committee. The Final Report Instructions are provided below.
6. **Note:** the general term ‘project’ in this application refers to any activity, event, program, etc. for which a grant is sought.

CT Grant Program: Application Instructions

Prepare the application as described below, ensuring the final version can be sent electronically to the CT in either MS Word or PDF format.

1. Initial Cover Sheet should include the following:

- Name of the AAUW entity (branch, district, NJ state) sponsoring the project
- Name, address, phone number and email of the point of contact/ submitter of the grant
- Name of the project, and specific purpose for the grant (in 1-2 sentences)
- Amount Requested: see **General grant guidelines** above
- Check designation (if proposal is approved)
 - a. The entity it should be made out to:
 - b. Name and address to whom it should be mailed
- Date of submission
- The representative's statement – *"I, (your name), am submitting this grant application as a member (or officer) of the (name) branch (or other entity) of AAUW NJ. Submission of this information represents my signature."*

2. Grant Proposal Sections: Please use these section titles on your application

- A. Project Description** – Provide a thorough description of the overall project and include the items below. This section is the most important for the evaluation process. Use narrative language as needed to provide sufficient information for the reviewers.
1. Project name and type of project (conference, workshop, product, research, etc.)
 2. What are the project objectives and the desired outcomes?
 3. What are the program activities and timelines for both planning and for the event itself?
 4. Describe the target audiences: who, number, and diversity of those served.
 5. Who are the main AAUW members and their responsibilities for planning and conducting the program?
 6. If this is a collaborative program, provide information about other organization(s) and their role(s) in the project (eg, describe the nature

of the collaboration and decision-making, their responsibilities, etc.).
Such information will aid the Grant Committee's review.

7. What is the publicity plan? Describe how attendees are recruited or invited. Describe the initial advertising, day-of, as well as post-event publicity, if appropriate.
8. Describe resources needed for the program (e.g. speakers, materials, spaces, transportation). Note any resources that have already been secured.

B. Impact – Describe:

1. How the project aligns with the mission and goals of AAUW and AAUWNJ.
2. The main benefits to participants that you envision.
3. How this grant would help your program succeed.

C. Evaluation of Program/Event success by your team

1. Describe how and when you will measure project success (the plan and tools, e.g., eval forms, qualitative and quantitative; end of day surveys; number of attendees and their feedback, etc.). How will information be shared afterwards (lessons learned)? What data is needed to decide to repeat a program or not, etc.?
2. Submit sample evaluation forms (draft format is acceptable).

D. Membership involvement

1. Describe the involvement of AAUW members. We are interested to know the number of members and how they were involved during the overall project.

E. Budget

1. Provide a detailed budget for the program.
 - Expenses: List expected expenses (e.g. speaker fees, program materials, meals/refreshments, venue charges, audio-visual equipment, swag...)
 - Income: List expected sources of funding including: grants, donations, registration fees, etc. Note those already committed and the source of the funding (e.g. AAUW branch, collaborator(s), community supporter(s)).
In-Kind Contributions: List in-kind contributions from a branch/other AAUW entity, individuals, collaborators, etc. (e.g. venue, equipment, donated materials, etc.)
2. How did you determine the requested grant amount?

**Submit completed document (in either MS Word or PDF format) to aauwnj.ct@gmail.com,
“Attention: Charitable Trust President”**

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CT Grant Program: Grant Acceptance Form

After a grant proposal is approved, the Awardees complete this “Grant Acceptance” form.
This acknowledgement of obligations must be received before grant funds are released.

As representatives of _____ **(sponsoring organization),**
we accept the AAUW NJ Charitable Trust Grant award of \$ _____
for program/project: _____

We will abide by the obligations to:

- 1) Return any unused grant funds to the CT Treasurer in a timely way.
- 2) Ensure AAUW NJ Charitable Trust is acknowledged as a contributor. Appropriate print and visual materials shall note “Funding for this program was made possible in part by the AAUW New Jersey Charitable Trust”.
- 3) Submit the Final Report within 30 days of the program conclusion. See details in the Final Report Instructions.

Signed:

Name: _____ date: _____
(Submitter/ CT point of contact)

Name: _____ date: _____
(Sponsor Officer, preferably President or Treasurer)

Electronic signatures are acceptable. Submit this signed form as an email attachment (MS Word or PDF format) to: ***aauwnj.ct@gmail.com*** “Attention: Charitable Trust President”

(last update 3/8/25)

CT Grant Program: Final Report Instructions

Final Report should be submitted within 30 days after project completion to ensure a timely review by the Grant Committee. If the report contains the requested information, then the Final Report will be approved and remaining funds (15%) can be released. Elements to include:

- A narrative summary of the entire program (in 1-3 paragraphs). It should be suitable for the CT to share (in parts or whole) for AAUWNJ meetings, website, and communications, especially to highlight the success of the program. Also, this summary is very helpful for the CT records and to help us advise future applicants.
- Summarize project evaluation by attendees: describe how the program was evaluated (narrative and quantitative data as appropriate). Include any feedback and results of questionnaires taken by attendees.
- Summarize evaluation by the AAUW team & any collaborators. Summarize any “Lessons Learned” that can help your future projects. What worked well, what would you do differently? Would you recommend doing the project again, and why?
- Provide a full financial report including income, sources, and expenditures. Any in-kind donations.
- Publicity summary: include pre- and post-event publicity with links to any published stories or social media. Include examples of how the CT grant was acknowledged. PLEASE - no more than 6 photos, preferably all on 1-2 pages (not individual .jpegs, etc).
- Working with the AAUW NJ Charitable Trust. We would appreciate feedback that lets us know what is working well, and where we can improve. Thanks.

Final report should be submitted as an email attachment (MS Word or PDF format) to: ***aauwnj.ct@gmail.com*** “Attention: Charitable Trust President”

(last update 3/8/25)