GUIDELINES FOR 2020 GRANTMAKING

The Boston Women’s Fund is a progressive foundation that supports community-based organizations and grassroots initiatives run by womxn and girls in order to create a society based on racial, economic and social justice. We strive for a world free of racism, poverty, sexism and other oppressions.

BWF raises money from an economically diverse base of donors to award grants and to develop programs that strengthen communities and help womxn and girls to develop the skills and confidence to organize, educate and lead their communities.

BWF 2020 SPRING GRANT CYCLE

The Boston Women’s Fund will award:

- At least one multi-year grant of $10,000 per year for 5 years.
- Five one-year grants of $15,000 each.

The grant period is from July 1, 2020 to June 30, 2021.

The deadline to apply is 5 pm on Friday, January 31, 2020.

All applications submitted electronically must be sent as a single .PDF file to programs@bostonwomensfund.org. If you are planning to mail your application, it must be physically at our office by 5pm on January 31, 2020.

Our mailing address is:
2 Oliver Street
8th Floor, Suite 800
Boston MA 02109
FUNDING PRIORITIES

BWF prioritizes funding to womxn and girls at the grassroots with the least access to resources. Our grantmaking program supports start-up and on-going grassroots efforts that address racial, social and economic injustice. Our grantees work with womxn of color, low-income womxn, immigrants and refugees, LBTQIA+ community, womxn with disabilities, elder womxn, and girls who are often excluded from full participation in our society.

BWF supports strategies that build community, encourage collaboration with other organizations, increase skills, and/or access to resources and produce leadership from the constituency most affected. These projects typically help to redefine and reframe social issues, cause shifts in individual and/or community behavior, build a critical mass to engage more people in womxn's social issues, change institutional policies and practices, or maintain earlier progress in the face of opposition.

BWF DOES NOT FUND

BWF does NOT fund one-time events such as conferences, research, films, or fine arts that are not in some way connected to an ongoing organizing effort, nor do we fund capital campaigns. Individuals are not eligible for BWF funding.
## 2020 GRANTMAKING APPLICATION

### SECTION A: INITIAL ELIGIBILITY CHECKLIST

The questions below are meant to provide your organization with guidance on whether your organization is eligible for funding.

<table>
<thead>
<tr>
<th></th>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1. a.</td>
<td>Is your organization or projects directed and run by- and for-womxn, girls and womxn-identified individuals? OR, are you a mixed-gender organization that is requesting funding for projects directed and run by womxn, girls and womxn-identified individuals?</td>
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<td>1. b.</td>
<td>Is the board of the organization at least 60% womxn?</td>
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<td>2.</td>
<td>Is the organization’s leadership (board and staff) and decision-makers of the organization or project reflective of the (race, age, class, and sexual orientation) groups most affected by the proposed project?</td>
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<td>3.</td>
<td>Does your organization have a budget <strong>equal to or less than</strong> $500,000?</td>
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<tr>
<td>4.</td>
<td>Is the budget of your proposed program <strong>equal to or less than</strong> $250,000?</td>
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<td>5. a.</td>
<td>Does your organization have a 501(c)(3), federal tax-exempt status?</td>
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<td></td>
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<tr>
<td>5. b.</td>
<td>If no, do you have a fiscal agent with that status?</td>
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</table>

If you answered “**No**” to ANY questions between 1 through 4, and/or you answered “No” to BOTH questions 5a and 5b, your organization is **NOT** eligible for funding. **Please do not complete the rest of the application.**

If you answered “**Yes**” to **ALL** of the questions, please continue to **Section B**.
SECTION B: GENERAL INFORMATION

***Grant Application is due by 5pm on Friday, January 31, 2020***

Please use 12 point font or larger in your responses.

1. Application Date:

2. Name of Organization:

3. Name of Project:

4. Contact Person’s Name and Title:

5. Contact Person’s Email Address:

6. Executive Director’s Name:

7. Executive Director’s Email Address:

8. Organization Website:

9. Organization Mailing Address:

10. Organization Phone (Day):

   Organization Phone (Evening):

11. If you have received funding from BWF in the past, please list the years your organization was funded.

12. Please summarize your request in a **maximum of 4 sentences**, including: purpose of organization/project, need being met, specific use of funding and current activities. We will use this description in all of our published materials if you are awarded a grant.
SECTION B1: ORGANIZATION DESCRIPTION

1. **Brief Organization Description:** Please describe your organization, including a) when it was started; b) its mission; and c) its main activities.

2. **BWF prioritizes 7 constituencies.** Please check which are your primary constituency/ies:
   - Elder Womxn
   - Girls
   - Immigrants/Refugees
   - LBTQIA+ Community
   - Low-Income Womxn
   - Womxn of Color
   - Womxn with Disabilities

3. **BWF has identified (4) strategies that supports its mission.** Please select ONE (1) strategy for which your organization seeks funding:
   - General Support
   - Advocacy, Education or Community Organizing
   - Leadership Development
   - Direct service program addressing inequities

4. **Opportunity/Problem Statement:** Describe the issue that your project or organization will address or improve upon through this grant. *Please limit to 250 words.*

5. **What are you proposing to do, and what are the outcomes are you expecting?**
   
   a. Give a brief summary of how you propose to address the issue described in Question 4.
   
   b. Fill out the chart on the next page with your proposed activities to address this issue, projected outcomes, and how you will measure success for each quarter of fiscal year 2021 (July 1, 2020 – June 30, 2021).

   Be specific. Provide quantitative information wherever possible for your Proposed Activities, Outcomes, and Measures of Success. For Measures of Success, describe what methods and tools you will use to collect information to measure your activities and outcomes.
<table>
<thead>
<tr>
<th>Fiscal Year 2020 Quarters</th>
<th>Proposed Activities</th>
<th>Projected Outcomes</th>
<th>Measures of Success</th>
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<tbody>
<tr>
<td>Q1</td>
<td>July – Sept 2020</td>
<td></td>
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<tr>
<td>Q2</td>
<td>Oct – Dec 2020</td>
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<td></td>
<td>Q3</td>
<td>Q4</td>
<td></td>
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<td>Jan – Mar 2021</td>
<td>Apr – June 2021</td>
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6. **Key Staff.** Please submit a short bio of up to 3 key staff responsible for implementing the proposed project or your organization's leadership for general support requests. *Please limit 100 words per individual bio.*

7. **Diversity and Inclusion.** Describe how your organization's leadership and staff reflect your primary constituency/ies. *Please limit to 250 words.*
SECTION C: ATTACHMENTS TO BE INCLUDED

1. **IRS Notification Letter of 501(c)(3) status.**
   - Please attach your organization's or your fiscal agent's IRS notification letter.

2. **Budget Template**
   - All applicants must fill out and attach the Philanthropy Massachusetts Budget Template Form.
   - If you are applying for general operating support, only fill out the Organization Budget section (blue column).
   - If you are applying for program or project support, fill out the Organization Budget section (blue column), the Project Budget section (yellow column) and the request section (white column left of the Project Budget section).

3. **Budget Narrative**
   - All applicants must submit a budget narrative for the Organization's Budget section. Please see attached example.

4. **Optional Materials:**
   a. Are there any relevant brochures or reports you have written or published that you would like to share with us?
   b. Is there anything else you would like for us to know? **Limit to 250 words.**

**Reminder:** *All applications submitted electronically must be sent as a single .PDF file to programs@bostonwomensfund.org.* If you are planning to mail your application to the BWF office, it must be physically at our office by 5pm on January 31, 2020.

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Boston MA 02109

If you have additional questions or concerns, please contact us at 617-725-0035 or at programs@bostonwomensfund.org.
SECTION D: OPTIONAL MULTI YEAR FUNDING REQUEST QUESTIONS

Organizations will be considered for both one-year AND multiyear funding, if they complete the full application and a multiyear funding section.

1. Please tell us how you will use multiyear funding.

2. What do you envision this funding will enable you to achieve at the end of 5 years?

3. BWF sees multiyear funding as an opportunity to develop a deeper/supportive relationship with a grantee partner. What other types of support, in addition to funding, does your organization need and why?