



**Mail grant application to:**

Elizabeth D. Wilson  
NHC AAUW Fellowship Fund  
7726 Feliciana Lane  
Spring, TX 77379

August 15, 2017

Dear Prospective Grant Recipient:

We invite your organization to apply for a 2017-18 North Harris County Branch AAUW (NHC AAUW) Fellowship Fund grant. Monies received from fundraising projects make these grants possible. Each applicant must be a **501(c)(3) organization**.

The NHC AAUW Fellowship Fund Committee selects the grant recipients. Members evaluate the merit of each project based on its relevance to the AAUW Mission Statement as quoted at the end of the application and other pertinent criteria. **We give preference to new and innovative educational projects that will impact the community, especially women and girls.** Please include a description of the project in your application, conform to the format of the application form and complete all components. You can download an application from our website (go to <http://nharriscounty-tx.aauw.net> and click on the Fellowship Fund menu option) and/or our Facebook Page. This letter is page one of the three-page grant application file posted on our website and on Facebook.

The committee awards grants based on proceeds from our *North Harris County AAUW Outstanding Women Awards Luncheon*. **Generally, we do not fund capital development, salaries, speakers, scholarships, and grant projects from other sources.** Audiovisual aids, software, and books for active learning projects are acceptable. Non-consumable items of significant value must remain with the organization at the conclusion of the project. We do not award grants to individuals or to for-profit entities. **To assure our committee that you are a 501(c)(3) organization or a non-profit organization for 501(c)(3) purposes such as a public school, please include a copy of your organization's Notice of Employer Identification Number that shows its non-profit status.**

Describe your project and specific grant request in detail so that the committee can give your project every consideration. We cannot guarantee that you will be contacted if we do not understand a part of your application. **The project timeline begins with the awarding of the grants and continues until June 1, the following year.**

Please submit ten (10) copies of your application with any attachments (including one copy of the *Notice of Employer Identification Number* and one financial statement as described on the application in Section I, items H and I). **Submissions must be returned to the Fellowship Fund Committee no later than October 15, 2017.** We will award grants at our *North Harris County Outstanding Women Awards Luncheon on March 3, 2018.*

**We have changed our policy for rewarding grants. We will give fewer grants in larger amounts of money to have greater impact (up to \$5,000). The time frame has changed. Applications will be sent out on August 15 and the deadline for submission is October 15. Applicants will be evaluated by the Fellowship Fund Committee to choose the top contenders who will be notified as semi-finalists. A committee will visit the semi-finalists with interview questions in November and December. This committee will make the final decisions considering the winning applicants.**

We have included, as an attachment , the point system the committee uses to rate the grant proposals. If you have any questions about this grant application, AAUW, or the NHC AAUW Fellowship Fund, please contact one of the Fellowship Fund Co-Vice Presidents.

Sincerely,

Maybelline Carpenter  
Elizabeth D. Wilson

NHC AAUW Fellowship Fund Co-Vice Presidents



North Harris County (TX) Branch  
**AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
FELLOWSHIP FUND GRANT APPLICATION**

**I. APPLICANT INFORMATION**

- A. Name of Organization
- B. Project Title
- C. Specific Use of Grant Money
- D. Project Director
- E. Person in Charge of Project Implementation
- F. Project Timeline [Project must be completed within one year (June 2016 – May 2017)]
- G. Organization Mission Statement
- H. Submit a copy of your organization's Notice of Employer Identification Number or any other official document stating that you represent a non-profit organization. The North Harris County AAUW Fellowship Fund is a 501(c)(3) entity.  
**All recipients must be 501(c)(3) organizations or non-profit organizations for 501(c)(3) purposes.**
- I. If you are not a public school, submit one or more of the following as evidence of fiscal accountability**
  - 1. Your organization's most recent audit and/or a statement from the accounting firm that conducted that audit
  - 2. The proposed annual budget for the year in which your project will be conducted
  - 3. Your current annual operating budget
  - 4. Letter of reference from past grantors or others
  - 5. Other statements/materials at the discretion of the applicant

**or If you are a new organization without a history of fiscal accountability, please submit**

- 1. Copy of business plan
- 2. Information on how the organization manages or proposes to manage its finances, including fundraising plans and safeguards against fraud/abuse

This request is not meant to create an undue burden for our applicants, *but* failure to submit any of these items *may* result in automatic disqualification. However, it is incumbent upon the applicant to assure evaluators that any monies awarded will be used for the stated purpose, that reasonable safeguards against mismanagement are in place, and that applicants have a reserve adequate to cover basic operating expenses for a reasonable period as necessary for the successful conclusion of the proposed project.

(continued on next page)

*North Harris County Branch* AMERICAN ASSOCIATION OF UNIVERSITY WOMEN

**FELLOWSHIP FUND GRANT APPLICATION** (continued)

A school from a local public independent school district or a college in one of the local community college districts should provide the portion of its campus budget related to the area of the request. For example, if the request is for books for an active learning project, send a copy of your school's library budget and/or supplemental materials budget. **Include an itemized list of audiovisual and book titles and cost of each plus shipping charges. Do NOT send the budget for your ISD or your community college district.**

- J. We consider grants for \$5,000 or less for educational purposes. **Generally, we do not fund capital development, salaries, speakers, scholarships, and grant projects from other sources.** Audiovisual aids, software, and books for active learning projects are acceptable. Non-consumable items of significant value must remain with the organization at the conclusion of the project.

**II. PROJECT**

- A. Narrative (Be specific. How is your project innovative?)
- B. Target population and number of people impacted by project
- C. How does your project affect women and girls in our community?

**III. BUDGET**

- A. Cost of project (itemized expenses)
- B. Other sources of funding for project
- C. If NHC AAUW is unable to fund the project, will it still be implemented?
- D. If NHC AAUW can only partially fund the project, to which part should priority be given?

**IV. COMMUNITY IMPACT**

- A. Will this project benefit the FM 1960/North Harris County community? If so, how?
- B. How will you publicize NHC AAUW's full or partial sponsorship of the project?
- C. How will you measure the long-term success of this project?

**V. PROJECT FOLLOW-UP**

- A. Name, address, phone number, and e-mail address of contact person for follow-up
- B. The recipient of an NHC AAUW Educational Fellowship Fund Grant will be contacted for follow-up on the project's success. NHC AAUW expects the recipient organization to use all funds awarded only for the intended and stated purpose as described in this grant application. **Please complete the evaluation form of your project's success, including documentation of your project expenses, within thirty (30) days of project completion.** Return to the Fellowship Fund Vice President.

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President of Organization

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Date

**Mission Statement: "The American Association of University Women (AAUW) advances equity for women and girls through advocacy, education, philanthropy, and research."**