

Commission on the Status of Women Mini-Grant Application

Eligibility Criteria

Grant requests must follow the guidelines and process and meet the following eligibility criteria:

- Mini-grant requests for consideration include programmatic support, events, and funds to individuals or groups for causes impacting women and girls
- Grant funds must benefit women and girls in Santa Clara County.
- Grant funds must support the promotion of women and girls in at least one of the following areas:
 - Women's rights in politics
 - Economic
 - Civil
 - Social
 - Educational
 - Health
- Grant funds cannot be used retroactively (i.e. the grant **must** be approved by the CSW **prior to the event/project start date**)

Application Guidelines

- Mini grant requests can be up made in increments of \$500, up to but must not exceed \$2,000.
- An agency may submit up to one (1) application per fiscal year (July1-June 30)
- Mini-grants requests must be submitted during the appropriate application cycle to be considered:

Application Process

- Upon submitting the mini-grant application, applicants will receive an e-mail confirmation. If application is incomplete or missing back up documents you will be asked to resubmit.
- If the request does not align with the mini grant criteria, the applicant will be informed via e-mail.
- Review of the application and vote on final recommendation will happen during a regular commission meeting with full quorum
- Applicant will be notified via e-mail once a decision is made and will be requested to submit an invoice.
 - Applicant has 15 days from the day the request was made to submit the invoice and any other additional information (i.e., pending paperwork and/or application revisions). If the information is not received within said time, the mini-grant approval will be withdrawn, and the applicant will have to reapply.

- Payment will be processed by the County (note: it takes at least 60-90 days after approval of mini grant).
- Grantee will be required to submit a final report on the project outcomes before the last meeting of the fiscal year in which the grant was awarded (note: refer to application checklist)

Basic Information – Complete all information sought in the form

1. Check if first time applicant?
2. Organization/Individual/Group Name:
3. County Vendor ID? (If you do not have a vendor ID please leave blank. After approval you must fill out the vendor set up forms through DocuSign, packet will be sent to you via email.)
4. Tax Exempt ID (or if you are working with a Fiscal sponsor provide their information):

Address:

Organization/Individual/Group website:

5. Name of the contact person:

Title:

Phone number:

E-mail:

6. Request type (select one)

Program

Event

Individual/Group with a Cause

7. Name of Program or Event:

Date of the Event:

Time of the Event:

8. Amount requested:

Narrative Section

For this section you can answer each point individually or prepare a 1-page (no more than 500 words) narrative ensuring you cover all the required points.

1. Describe the proposed project
2. What specific outcomes do you seek to achieve and how will you determine success?
3. How will the project benefit women and girls Santa Clara County
4. Tell us how will CSW be recognized if the grant is awarded

Budget

- Provide a budget of project expenses including the name and amount of pending and committed sources.
- Briefly described how our funds will be used

Project Expenses*	CSW Funding Amount	Name of Funding Sources	Pending(P)/ Committed (C)	Funding Amount
TOTALS	\$ -			\$ -

**Examples – Office supplies, Program managers, Advertising, Program liaison, ...*