

## Commission on the Status of Women Mini-Grant Application

**Please review and submit the check list with the mini grant application.**

**Step 1:** Review eligibility criteria/guidelines from the application form.

\_\_\_ Is this a request for programmatic support, events, or individual/group causes impacting women and/or girls?

\_\_\_ Will the funds benefit women and girls in Santa Clara County?

\_\_\_ Will the funds support/promote the cause and needs of women and girls in at least one of the following areas?

- Leadership
- Civil rights
- Economic
- Social
- Health & Wellbeing
- Education

\_\_\_ Is my request for \$2,000 or less?

\_\_\_ Is this the first request submitted by my agency during this fiscal year?

If you answered yes to all the questions above, move on to step 2.

**Step 2:** Collect all the information needed for your application (check the application form)

**Step 3:** If you do not have a County Vendor ID, after approval you must fill out the vendor set up through DocuSign packet sent to you via email.

**Step 4:** Review the application process to understand what to expect once the application is submitted

**Step 5:** Submit your application to [CSW@ceo.sccgov.org](mailto:CSW@ceo.sccgov.org)

**Step 6:** If approved, submit a report on event/project final outcomes before the end of the fiscal year July 1<sup>st</sup>-June 30 in which the application was approved. Check the Mini Grants page on the website for the Report form.