



**WOMEN HELPING WOMEN FUND**

*Grant Information Session*



# WHO WE ARE

Women Helping Women Fund empowers Spokane area women and children to achieve their fullest potential, by building a strong, diverse community of educated, engaged and strategic givers.

With donor support, WHWF awards grants for local programs, scholarships to young mothers and provides research to inform and affect policy impacting women and children in Spokane.



# WHWF HISTORY

Since 1992...

- WHWF has granted over \$6 million to support women and children in our community
- Awarded grants to more than 600 programs
- **Raise funds locally and spend them locally**

Funding sources for grants:

- Spring Fundraising Event (formerly Annual Luncheon)
- Collective Giving Members
- Individual Donors



# LAST YEAR

- Received 41 LOIs
- Average grant amount \$15,000
- Awarded \$286,244 in responsive grants to 19 programs
- Grants typically range from \$10,000-\$20,000
- A list of current recipients is on our website:
  - [whwfspokane.org/grantees](http://whwfspokane.org/grantees)



# COLLECTIVE GIVING COMMUNITY

In fall 2020, WHWF launched a Collective Giving Community that gives members the opportunity to help shape the funding decisions during the responsive grant process through voting twice a year on funding focuses and grant finalists.

Women Helping Women Fund Collective Giving Members contribute financially to grants, learn about the issues facing our community, witness work in action, and help decide which nonprofits receive funding. Why are building this Collective Giving Community? It's powerful. Donations, combined with others, will create larger grants and have a bigger impact locally than most of donors can have on their own.

Exploring Membership  
\$25/month

Supporting Membership  
\$50/month

Pioneer Circle  
\$2,500/year



# COLLECTIVE GIVING COMMUNITY

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Scoring criteria aligns with the results from the funding focus vote as listed below.

1. Early Childhood Education and Childcare
2. Family/Domestic Violence Resources
3. Family Support Programs
4. Food & Nutrition Security
5. Housing Assistance and Homelessness Resources
6. Mental Health Services
7. Financial Stability Education
8. Access to Higher Education & Continuing Education
9. Education K-12



# APPROACH TO RESPONSIVE GRANT FUNDING

- WHWF grants funds to specific **programs**, not agencies, which support women and children.
- WHWF awards grants for one year.
- WHWF encourages that each agency only submits one application per year. Given the high demand for funding, it is unlikely that WHWF will be able to provide funding to more than one program per agency within a grant year.
- We value programs that:
  - address an unmet or unique need in the community
  - have well defined measurable goals
  - demonstrate collaboration
  - receive funding from several sources



# ELIGIBILITY REQUIREMENTS

See instructions for detailed eligibility requirements, including, but not limited to:

- Registered 501(c)3 organizations
- Programs serving women and/or children
- Programs operating within Spokane County
- Spend no more than 5% of your budget on legislative involvement





# WHWF GRANT PROCESS



## FUNDING AREA VOTE

Collective Giving  
Community members vote  
on the nine proposed  
funding areas.



## LETTER OF INTENT

Interested nonprofits  
submit a Letter of  
Intent. LOI is open  
9/23 through 10/24.



## REVIEW & SCORE

Using a standardized  
scoring matrix, all  
letters were reviewed  
and scored.



## FULL GRANT APP

Selected agencies  
are invited to  
submit a full grant  
application.



## FINANCIAL REVIEW

Volunteer CPAs review  
the financial and  
program budget for  
each agency.



## SITE VISITS

Current and former board  
members conduct a site  
visit at agency location.



## FINALIST VOTE

Collective Giving  
Community members are  
provided information about  
each finalist and rank-  
choice vote on the finalists.



## FINAL REVIEW

Allocations Committee will  
evaluate each finalist using  
the application, finance  
review, site visit feedback  
and member vote results  
using a scoring matrix.



## RECOMMENDATION

Allocations Committee  
will make their final  
recommendation at the  
April board meeting.



## GRANTEES NOTIFIED

Grantees are notified. We  
announce to the public  
and celebrate them!



# IMPORTANT DATES

## 2022

- September 23 - LOI Opens
- October 24 - LOI Applications Due
- November 21- LOI Notifications Sent
- January 4 - Full Applications Due

## 2023

- January & February - Site Visits and Finance Review Conducted
- April - Award and Denial Notifications Sent
- June - Distribution of Funds

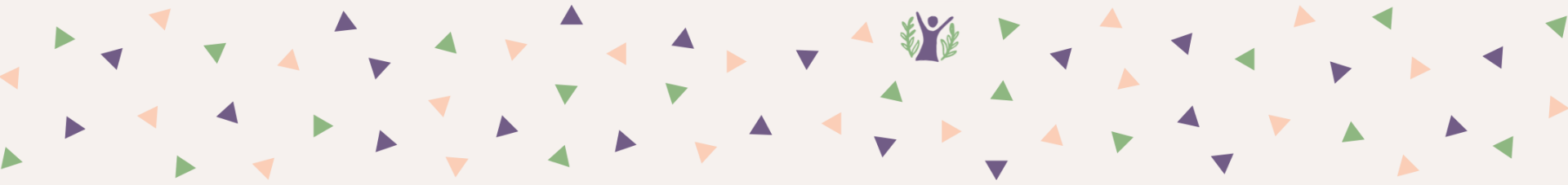


# LETTER OF INTENT (LOI)

LOI application will open on 9/23 and can be accessed via the WHWF website at [whwfspokane.org/grant-info](http://whwfspokane.org/grant-info). We are utilizing SlideRoom to accept applications.

## Five Question Sections:

1. Agency Information - including mission and vision
2. Eligibility Questions
3. Program Information - select focus areas, describe program activities/goals
4. Population and Collaboration – describe population served and identify organizational partners/collaboration



# CALLOUTS

- We are not a government agency, ***so having a grant writer on staff is not a requirement.***
- ***Tell us in your own words*** about your program using heartfelt powerful language. What's your elevator speech to sell folks on why you exist and how you help our community?



# QUESTIONS?



# FULL GRANT APPLICATION

## Program and Budget Narrative

## Budget Worksheet\*

## Financial Documents

- Agency's overall budgets and year-to-date financial statements for the current fiscal year.
- If available, agency's most recent outside independent financial audit, review, or compiled financial statements, including explanation of debt and repayment provisions.



# FULL GRANT APPLICATION

## Job Descriptions

- Job descriptions of those persons associated with the program for which funding is requested.

## Appendices\*

- Authorization Statement



# BUDGET WORKSHEET

**AGENCY:** Heart to Heart

**PROGRAM:** Helping Spokane

Program Budget Worksheet					
A	B	C	D	E	F
<b>Time Period:</b> <b>Fiscal Year 2020-21</b>	Amount Requested From WHWF	Amount from Other Sources: Committed (C)/ Requested (R)	Indicate if C/R (place C or R in each box)	Total Amount	% of Total Program Revenues
<b>PROGRAM REVENUES</b>					
<b>Women Helping Women Fund</b> <small>(Amount in cell B5 should match Section B, #12a) (Amount in cell F5 should match Section B, #12b)</small>	18,000		R	18,000	15%
Spokane Community Fund		30,000	C	30,000	25%
Pepsi Foundation		5,000	R	5,000	4%
Annual Fundraising Event		65,000	R	65,000	55%
Other				0	0%
Other				0	0%
<b>TOTAL PROGRAM REVENUES</b>	<b>18,000</b>	<b>100,000</b>		<b>118,000</b>	<b>100%</b>
<b>PROGRAM EXPENSES</b>					
<b>Payroll Expenses</b>					
Staffing Level—Number of FTE's	0.50	2.00		2.5	
Salaries	18,000	72,000		90,000	76%
Benefits				0	0%
Other Payroll Expenses				0	0%
<i>Total Payroll Expenses</i>	<b>18,000</b>	<b>72,000</b>		<b>90,000</b>	<b>76%</b>



# BUDGET WORKSHEET

<b>Operating Expenses</b>				
Rent		11,700	11,700	10%
Office Supplies		8,000	8,000	7%
Telephone/Utilities		1,800	1,800	2%
Consulting Services		3,000	3,000	3%
Training		1,000	1,000	1%
Printing/Program Materials		1,500	1,500	1%
Advertising/Marketing		1,000	1,000	1%
Other (specify)			0	0%
Other (specify)			0	0%
Other (specify)			0	0%
<b>Total Operating Expenses</b>	<b>0</b>	<b>28,000</b>	<b>28,000</b>	<b>24%</b>
<b>Equipment</b>				
(specify)			0	0%
(specify)			0	0%
<b>Total Equipment Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Administrative/Indirect Expense</b> (15% maximum)				
(specify)			0	0%
(specify)			0	0%
<b>Total Adm/Indirect Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL PROGRAM EXPENSES</b> (Amount in cell E39 should match Section B, #12c)	<b>18,000</b>	<b>100,000</b>	<b>118,000</b>	<b>100%</b>
<b>NET PROGRAM REVENUES LESS EXPENSES*</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<i>In-Kind Donations (\$ value)</i>				
<i>In-Kind Donations (\$ value)</i>		2,000	2,000	
<b>Phone &amp; Internet service</b>		1,000	1,000	
<b>Total In-Kind Value</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	

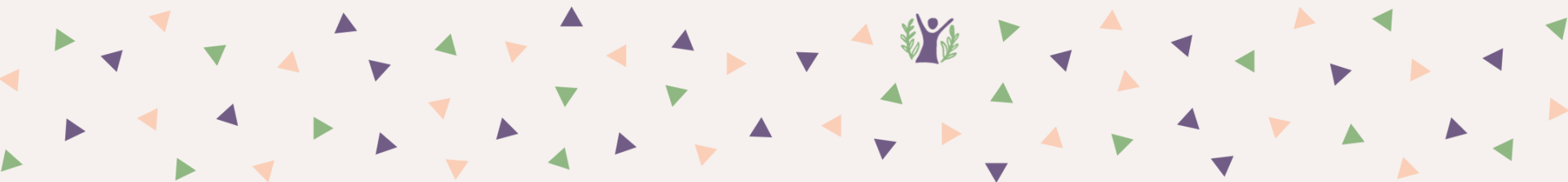
# ASSESSMENT & FUNDING

- WHWF may conduct site visits prior to allocating funds at a prearranged time in February. These usually take about 1-1.5 hours
- All applicants are notified by email and mail if their application has been approved or declined in April 2023.
- Final funding notifications and checks provided by June 30, 2023.



# REPORTING & RELATIONSHIP

- Two reports required:
  - Mid-year: December 2023
  - Year-End: July 2024
- Reports may request:
  - program's goals and objectives
  - the implementation of program activities and resulting quantifiable outcomes
  - a statement of the impact the program has had in the community
  - updated budget information
- We want to celebrate your program and agency and will be reaching out periodically for stories, photos, upcoming events, etc.



# QUESTIONS?



Thank you for attending.

Please direct any questions to the WHWF office  
at **328-8285** or  
**[info@whwfspokane.org](mailto:info@whwfspokane.org)**

