



www.soroptimistsaratoga.org

Guidelines and Information for Organizations Applying for Funding

What is Soroptimist International?

Soroptimist International of Saratoga County is a volunteer organization for business and professional women dedicated to improving the lives of women and girls, in local communities and throughout the world. We are part of an international organization that unites 90,000 members in more than 2,000 Soroptimist clubs worldwide. Each year we distribute funds to organizations that serve the needs of women and girls in Saratoga County.

How can my group or organization obtain funding?

Applicants must meet the following criteria:

- **To comply with IRS regulations, we are requiring that your organization have tax-exempt 501 (c) (3) status, and provide verification, to receive a grant of \$600 or more. Therefore, IF YOU ARE NOT A TAX-EXEMPT 501 (c) (3) NON-PROFIT ORGANIZATION, YOU MAY ONLY APPLY FOR A GRANT THAT IS UNDER \$600.**
- Submit **one copy** of completed application form and other supporting materials such as agency overall budget, audited statement, or IRS information by **January 31, 2012**.
- Application is limited to organizations that are located in or serve the needs of citizens of Saratoga County. Chapters of national organizations must demonstrate significant local impact and fully outline the specific use of funds requested.
- Typically, funds are given for start-up, capital projects and for on-going operating expenses.
- The project must benefit the quality of life for women and girls in Saratoga County, so only projects with this focus will be funded.
- Consideration will be given to the number of people served.
- Although we appreciate and applaud individual achievements, applications for individual endeavors, such as an athletic or pageant competition, will not be funded.

In 2010 we awarded \$10,750 to nine organizations. In 2011, we awarded \$11,150 to 16 organizations. Please note that the number of applications often exceeds the funds available so be realistic about your requests. We ask that you carefully consider whether the awarding of a smaller amount than requested would still be useful to your organization. Applicants can expect to hear by April 15th.

For further information, contact Eriko Fujita via email at SISaratogaAwards@gmail.com



Application for Fund Distribution

Completed applications must be received by **January 31, 2012**. Email (preferred) to: SI_SaratogaAwards@gmail.com
or Mail to:
Soroptimist International of Saratoga County
c/o Eriko Fujita
16 State Street
Saratoga Springs, NY 12866

PLEASE FILL IN ALL INFORMATION! If you have applied before, please read carefully as some application guidelines have changed. Thank you.

Name of Organization: _____

Contact: _____

Address: _____

Phone: _____

Email Address _____

Organization's Website _____

Are you a 501 (c) (3)? If yes, please provide your Tax ID number _____

Project Funding is for: Program/Ongoing Expenses _____ Start -Up Costs _____

Capital Project/Equipment _____

Project is: New _____ Existing _____

Amount Requested: _____

To apply for a grant, please send the following items:

- 1) A brief (no more than one page please) description of your proposed project, outlining how it will serve women and girls of Saratoga County (attach this page directly beneath this application page and title it "Project Description.")
- 2) A project budget (try to be as specific as possible)
- 3) Most recent financial statement (audited, if available)
- 4) If you are a 501 (c) (3), please provide a copy of your organization's IRS verification of tax-exempt status, including your Tax ID number. If you do not have tax-exempt status, please limit your grant request to less than \$600 and submit your taxpayer ID #.**
- 5) If you would like to enclose letters of support from board members and/or clients served please limit to 3-5 letters
- 6) If you received funds in 2011 and have not already done so, submit a summary of how the funds were spent.
- 7) As part of the selection process you may be called for an interview.

To help us during our decision making process, please answer the following questions - **and please place your answers directly on this page under the appropriate question:**

1) If your request is not funded, or if it is only partially funded, will your organization still pursue the project?

2) Has your organization applied for funds from Soroptimist International before?

Was your organization granted funds?

What year(s) did you receive funding and what were the amounts?

3) How did you hear about this funding opportunity?