



ANNE ARUNDEL WOMEN GIVING TOGETHER

APPLICATION GUIDANCE

AAWGT's 2023 application has been released for review only in PDF format on November 15, 2022. You may view the PDF [HERE](#). Applicants are encouraged to preview the grant questions and to secure the required federal and state registration numbers before *January 4th* when the grant portal opens.

On Monday, January 4, 2023, applicants may begin inputting their information into the online grant portal. All applications must be filed online using our grants software, Foundant. To access our online application on January 4th, go to our [Grants Portal](#). On the Grants Portal webpage, click on Grant Application to access the online application. (Applicants will need to follow the direction to "Set up a new account" if they have not previously applied.)

Applications will also be accepted in Spanish. To view and submit the application in Spanish, use the "Select Language" button at the top left of the page when you LOG IN.

Applications are due February 10, 2023, at 11:59 pm; your application may not be added to or changed after it is electronically submitted.

UNDERSTANDING OUR APPLICATION

Section III Organization's Charity and Tax ID Numbers: Applications will not be accepted if the numbers requested are inaccurate or incomplete. *Please follow the step-by-step process described on the opening page of the application to ensure these numbers are correct.*

Section IV Information About Your Organization and Proposal: *(Please keep your responses as concise as possible – we accept bulleted information.)* The first questions are designed to give the reviewers a brief overview of your organization. When answering the DEIA question, be as specific as possible – we seek to understand if / how you are working to operationalize DEIA in ways that go beyond staff and board diversity.

In completing information about your proposal: The amount you request must be between \$5,000 and \$25,000. The questions in this section get to the heart of your proposal. Through them, we are seeking to better understand the specific need you are addressing and how our funding will help you meet that need. Your past experiences and the knowledge you have gained in working within the community are important to us and should be included. The Optional question provides an opportunity for you to share anything we have not asked but you feel is important in understanding your organization and/or your proposal. And finally, the Summary

you provide should capture the most important aspects of your proposal. Your summary will be used in presenting the proposals for the final membership vote.

Section V Financial Information: We request three items: a Proposal Budget explaining how the dollars requested will be spent (please use the template provided); a current Operating Budget for your organization; and a Budget-to-Actual financial statement (for the organization) from the most recently completed fiscal year. You are encouraged to consider applying for general operating expenses as well as program expenses.

Section VI Data Questions: Please check the appropriate category(s) in each of the four sections.

Section VII Contact Information

Section VIII Electronic Signature: Don't forget to electronically sign and submit the application!

Next Steps: AAWGT members will evaluate your application in a careful process. Successful proposals will be placed on a ballot for membership vote in mid-May. Applicants eliminated throughout the process will be promptly notified.

STILL HAVE QUESTIONS?

For questions about grant requirements or the grants process, email grants@givingtogether.org.

For technical or software questions, email GrantAppHelp@givingtogether.org; and include a telephone number.