

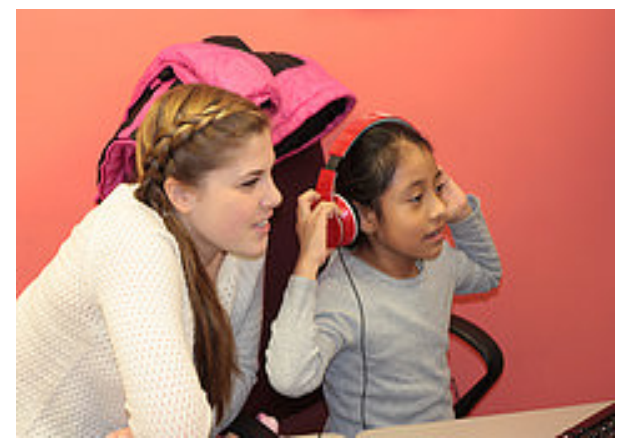


## **Welcome to the 2023 Anne Arundel Women Giving Together Grant Applicant Training**

*The mission of Anne Arundel Women Giving Together is to improve the quality of life  
for women and families in Anne Arundel County*

### Your 2023 Grants Team:

Karen Smith, Grant Chair – Jean Mitchell and Ginger From, Assistant Grant Chairs  
Barbara Haight, Cindy Whittle, Judy Coughlin and Kristen Krall – Grant Systems  
Joyce Patten and Maryann Gosnell -- Webmasters



## ***What do these pictures have In common?***

These photos represent some of the 47 organizations and \$1.6 million that AAWGT has invested in our community since 2007 to help **improve the lives of women and families in Anne Arundel County!**



## Is your organization eligible?

- ✓ Your organization must be a 501(c)(3) and registered with the federal government.
- ✓ Your organization must be **current** with the Maryland Secretary of State which means you will have a Charity Number.
- ✓ Your organization must be **in good standing** with the Maryland Department of Assessments and Taxation.
- ✓ Your proposal must help **improve the quality of life for women and families in Anne Arundel County.**
- ✓ Have you been funded by AAWGT in the past? Organizations who receive grants for two consecutive years will not be eligible to apply for the following two years.

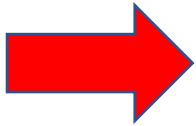
# Key things to know when applying:

## 1. Know your three numbers!

*The following 6 slides address these all-important three numbers*



The following instructions appear on the Application *and* in the Application Guidance:



### **Federal Employee Identification Number (EIN)**

This number identifies your organization as a non-profit.

Your EIN will look like this: 00-0000000

Website to verify: <https://apps.irs.gov/app/eos/>

### **Maryland Charity Registration number (CID)**

This number identifies the organization with the Maryland Secretary of State.

Your MD Charity number will look like this: 00000 or this: 0000

Website to verify: [https://onestop.md.gov/list\\_views/62f3e1797f7e3200016a3dab](https://onestop.md.gov/list_views/62f3e1797f7e3200016a3dab)

It must state: Organization must be listed as 'Registration Status: Current'

### **Business Entity Number with the Maryland Department of Taxation and Assessments.**

Your Business Entity number will look like this: InitialLetter00000000

Website to verify: <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Organization must be listed as 'This business is in good standing'

[Help](#)[News](#)[English](#) ▾[Charities & Nonprofits](#)[Tax Pros](#)[File](#)[Pay](#)[Refunds](#)[Credits & Deductions](#)[Forms & Instructions](#)

[Home](#) / [File](#) / [Charities and Nonprofits](#) / [Search for Charities](#) / [Search for Tax Exempt Organizations](#) / Tax Exempt Organization Search

# Tax Exempt Organization Search

Select Database [?](#)

Search All



Search By [?](#)

Employer Identification Number (EIN)



Search Term [?](#)

XX-XXXXXXX or XXXXXXXXXX

Enter EIN Number

City

Enter City

State

All States



Country

United States



RESET

SEARCH

[Search Tips](#)



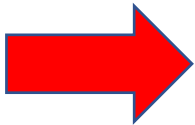
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# SoS Charities - Public Registry

[Home](#) > [Verified Professionals](#) > [SoS Charities - Public Registry](#)

## SoS Charities - Public Registry

### Search by Charity Name



### Search by Charity EIN



### Filter by Registration Status

No Selected Value





The following instructions appear on the Application *and* in the Application Guidance:

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Your EIN will look like this: 00-0000000

Website to verify: <https://apps.irs.gov/app/eos/>

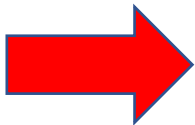
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Website to verify: <https://egov.maryland.gov/BusinessExpress/EntitySearch>


Organization must be listed as 'This business is in good standing'

MARYLAND  
BUSINESS EXPRESS

Business Entity Search


Want to PLAN, START,  
MANAGE or GROW  
your business?  
Click HERE!

Business Search


 Notice

Beginning at 3:00PM EST, December 30th, 2022, through 12:00PM (noon), January 6th, 2023, filing for the Annual Business Report, Personal Property Tax Returns and penalty payments are not available online due to annual routine maintenance.

All in-progress filings have been archived and are no longer available. If your business had an in-progress filing for 2022 or a previous tax year, it will need to be created and submitted after 12:00PM (noon), on January 6th, 2023.



Business Name:

 Search

Search by: ☒ Business Name

☐ Department ID



# Key things to know when applying:

1. Know your three numbers!
2. Our focus continues to be on “improving the quality of life for women and families” – this year, we have widened the lens of what that might include.



*...and other forces negatively impacting the quality of life for women and families. \*\**

*\*\* Please read the “We Care About” statements In the opening section of the application.*

## Key things to know when applying:

1. Know your numbers!
2. Our focus continues to be on “improving the quality of life for women and families” -- **but we have widened the lens of what that might include.**
3. **We have increased the maximum amount you may request to \$25,000 (minimum stays at \$5,000) – we recognize that the cost of doing business has gone up for everyone!**
4. **The Application....**
  - **Is available to read *and* submit in English or Spanish;**
  - **Has fewer, more targeted questions, focused on what *you* want *us* to know!**
  - **Deadline for submission is Friday, February 10, 2023 at 11:59PM;**
  - **Must be submitted *online* through our grant software Foundant**

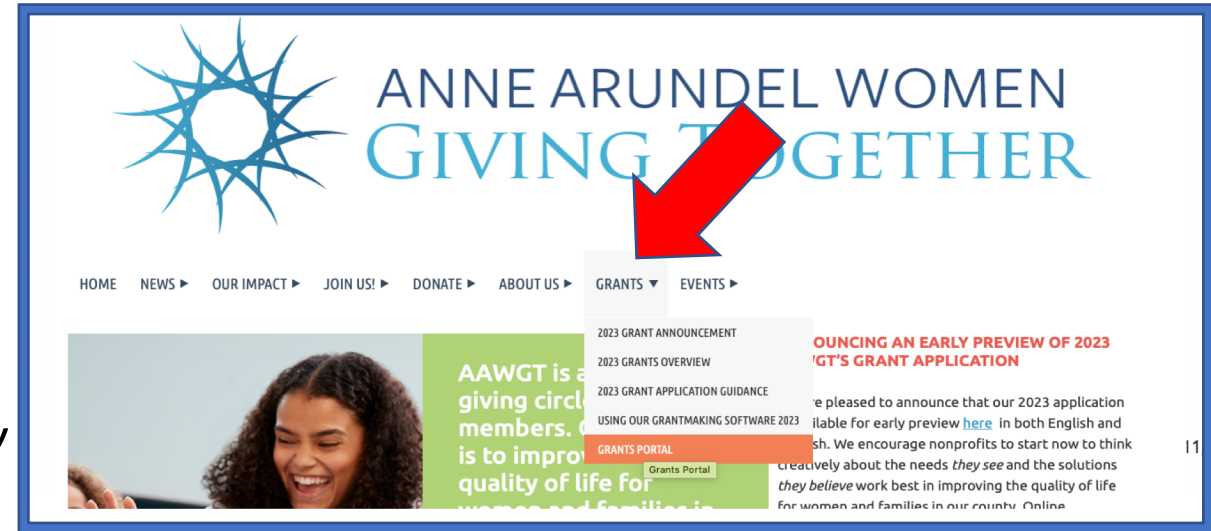
# Some Basics About Using Foundant

- ✓ All grant applications must be submitted using our grantmaking software, Foundant.
- ✓ Each organization may only have one online account, submit one application and receive one grant.
- ✓ We strongly recommend that you use **Google Chrome** web browser to access our online application. Do not use Internet Explorer.
- ✓ Before you start, decide who will be the software **Primary Contact** for your organization. *(If you so desire, you may add additional Contacts (users) who are designated to either view, edit, and/or submit the application using the Collaboration function.)*

# Step One: Signing into Foundant

- ✓ To sign in, go to [www.givingtogether.org/grants](http://www.givingtogether.org/grants) -- click on **GRANTS.....**
  - Choose **GRANTS PORTAL**;
  - Then **LOG ON HERE TO GRANTS PORTAL**.
  - You are now at the **Logon Page**.

**From here** you will create an account *if you are new* ...or sign in *if you already have an account*.



- ✓ If your organization has already an account, **do not create a new account**. Each organization may have only one account; the software tracks users by EIN and will not allow multiple accounts.
  - Don't know if you already have an account, or you need the account transferred to a new email address? Email [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org).
- ✓ **New organization?** Click on **Create New Account** and enter the requested information.



Select Language ▼



*Please choose only  
English or Spanish!*



## Logon

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)


Anne Arundel Women Giving Together, a women's giving circle, supports initiatives that improve the quality of life for women and families in Anne Arundel County.

To view the application in another language, use the "Select Language" button at the top left of the screen.

Para ver la aplicación en otro idioma, utilice el botón "Seleccionar idioma" en la parte superior izquierda de la pantalla.

NOTE: We highly recommend using Google Chrome as your web browser while using our grantmaking software.

# Step Two: Opening the Application...

 [Home](#) [Apply](#) [Organization History](#)

Select Language ▼


**Application** [Collaborate](#) 0

Process: 2023 Grant Process - Imported


Contact Info


Request


**Applicant:**  
Ms Barbie Best  
barbie@best.com  
444-333-3333  
1 Best Street  
Annapolis, MD 21401


  
**Organization:**  
[Best of All Organizations](#)  
55-1112121  
800-222-2222  
1 Best Street  
Annapolis, MD 21401


[Contact Email History](#)

 If your organization information does not appear correct, please contact the funder. Thank you.

 Application

 Question List

 Due by 02/10/2023 11:59 PM EST.

 Fields with an asterisk (\*) are required.

✓ I. WELCOME TO THE 2023 AAWGT GRANT APPLICATION

*This will generate a PDF of the full application.*

## Step Two: Opening the Application...continued

**Applicant:**  
Ms Barbie Best  
barbie@best.com  
444-333-3333  
1 Best Street  
Annapolis, MD 21401


[Contact Email History](#)


**Organization:**  
Best of All Organizations  
55-1112121  
800-222-2222  
1 Best Street  
Annapolis, MD 21401

 If your organization information does not appear correct, please contact the funder. Thank you.

 Application

 Question List

 Due by 02/10/2023 11:59 PM EST.

 Fields with an asterisk (\*) are required.

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> IV. INFORMATION ABOUT YOUR ORGANIZATION AND PROPOSAL

> V. FINANCIALS

> VI. DATA QUESTIONS

> VII. CONTACT INFORMATION

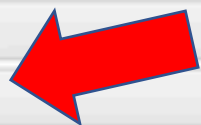
> VIII. ELECTRONIC SIGNATURE

 Due by 02/10/2023 11:59 PM EST.

Abandon Request


Save Application











Submit Application




*Click the symbol at the far left to open each section*



# Let's take a closer look at the application...




[Search](#) [Tools](#) [Communications](#) [Reporting](#) [Role \(Administrator\)](#) 

Select Language 

## Application

Preview As Applicants   Question List

Process Manager / 2023 Grant Process / 2023 Grant Application / Preview

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

> VI. DATA QUESTIONS

> VII. CONTACT INFORMATION

> VIII. ELECTRONIC SIGNATURE


# Let's take a closer look at the application...




[Search](#) [Tools](#) [Communications](#) [Reporting](#) [Role \(Administrator\)](#) 

Select Language ▼

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Preview As Applicants  Question List

Process Manager / 2023 Grant Process / 2023 Grant Application / Preview

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*The next several slides will take a closer look at the questions in this section*



## IV. INFORMATION ABOUT YOUR ORGANIZATION AND PROPOSAL

---

### Grant Year\*

#### Choices

2023

### Organization Name\*

*Character Limit: 100*

### Your Mission Statement:\*

*Character Limit: 500*

### Year your organization was founded:\*

*Character Limit: 20*

### Diversity, Equity, Inclusion and Accessibility (DEIA) Information\*

Every organization is at a different place on their journey to address DEIA (diversity, equity, inclusion, accessibility). Help us understand how your organization is bringing DEIA into the heart of what you do and who you are. Be as specific as possible.

*Character Limit: 1000*

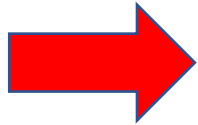
### Proposal Name\*

*Character Limit: 150*

### Amount Requested (Round to next higher whole dollar amount)\*

*Between \$5,000 and \$25,000*

*Character Limit: 20*



## Narrative - Tell us about your proposal\*

Please be as concise as possible - we accept bulleted information.

*What are you proposing to do?*

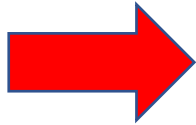
*What need(s) are you addressing?*

*Who and how many will be participating?*

*What else is important for us to know?*

*Character Limit: 2000*

*This is where you tell us what you are doing and why – in your own words, educate us about the needs you see and the solutions you envision.*



## Over what time period will your proposal take place?\*

*Character Limit: 1000*

## What is the most important impact you seek to have?\*

*Character Limit: 1000*

## How will you measure your success?\*

*Character Limit: 1000*

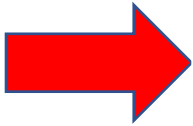
**Tell us why you are the right organization to do this.\***

*Character Limit: 1000*

**Share anything additional you believe is important for us to know.**

*Character Limit: 1000*

**Summarize your proposal.\***



Your summary should capture the most important aspects of your proposal, i.e., those components which best convey to the reader the heart and soul of what you are proposing. Your summary will be used in presenting the proposals for the final membership vote.

*Character Limit: 750*

*Note the importance of this summary!*


# .... continuing the closer look at the application...




## Application

Preview As

Applicants ▾

 Question List

[Process Manager](#) / [2023 Grant Process](#) / [2023 Grant Application](#) / [Preview](#)

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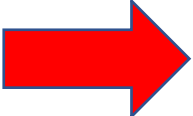
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## V. FINANCIALS

---

### **AAWGT's Budget Proposal Template\***



Upload the AAWGT Budget Proposal Template HERE. Complete it with your proposal budget, rename it and upload it. Please include any other sources of proposed funding.

*Character Limit: 1000 / File Size Limit: 2 MB*

*(Template is shown on next slide)*

### **Upload a copy of your current Operating Budget.\***

Include both Revenues and Expenses.

*File Size Limit: 2 MB*

### **Upload a copy of the Budget vs. Actual (Activity) statement - most recently completed fiscal year.\***

If you do not have that information, explain.

*Character Limit: 300 / File Size Limit: 2 MB*

***Uploading Documents: We prefer that documents be uploaded in Word or PDF format. If you must submit in .xls format, please make sure that you are using the latest version of Excel.***



# AAWGT Budget Template

Please download, complete and upload!

ANNE ARUNDEL WOMEN GIVING TOGETHER Proposal Budget 2023				
This budget is intended to give AAWGT a general idea of the total cost for your proposal and what part of that cost you are asking AAWGT to fund.				
NAME OF ORGANIZATION				
PROPOSAL NAME				
PROPOSAL Start date: Must start by 1 July 2023		PROPOSAL End Date: Must end by 30 June, 2024		
<b>PERSONNEL COSTS</b>				
List all participating positions	Hours worked on project	Rate per hour	Total (hours x rate)	Amount Requested from AAWGT
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
			\$0.00	
Total Personnel Costs			\$0.00	\$ -
<b>OTHER COSTS FOR PROPOSAL</b>				
On separate lines, list expenses such as food, specific supplies, rent, etc.			Estimated cost	Amount Requested from AAWGT
Total Other Proposal Costs			\$0.00	\$0.00
<b>PROPOSAL GRAND TOTAL</b>				
Sum of personnel costs + other proposal costs			Total Cost for proposal \$0.00	Amount from AAWGT \$ -
If a grant from AAWGT will not cover the total cost of your proposal, use the space below to list any other anticipated sources of revenue for 2023 that will directly contribute to delivery of the proposal. Examples include: other grants, Anne Arundel County, volunteer hours, funds from national organization, etc.				
SOURCE OF OTHER CONTRIBUTING REVENUE		AMOUNT	STATUS - Indicate with an X	
			Committed/Received	Requested In Kind

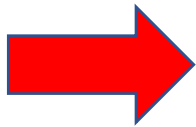
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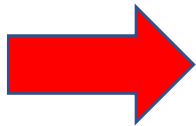


### **Upload a copy of your current Operating Budget.\***

Include both Revenues and Expenses.

*File Size Limit: 2 MB*

*These two items are from your own organization's financial documents.  
Examples are on the following slides.*



### **Upload a copy of the Budget vs. Actual (Activity) statement - most recently completed fiscal year.\***

If you do not have that information, explain.

*Character Limit: 300 / File Size Limit: 2 MB*

***Uploading Documents: We prefer that documents be uploaded in Word or PDF format. If you must submit in .xls format, please make sure that you are using the latest version of Excel.***

# Example: 2023 Operating Budget for your Organization

Revenue	Amount		
Program Income	\$12,000.00		
Sales	\$2,500.00		
Individual Contributions	\$3,000.00		
Events Income	\$5,000.00		
Appeal Income	\$7,000.00		
Corporate Donations	\$12,000.00		
Misc. Revenue	\$500.00		
	<b>Total Revenue</b>	\$42,000.00	
Expenses	Amount		
Staff Payroll and Benefits	\$20,000.00		
Staff Training and Development	\$2,500.00		
Travel	\$2,500.00		
Rent and Utilities	\$7,500.00		
Telecommunications	\$250.00		
Insurance	\$100.00		
Professional Support	\$2,000.00		
Marketing and Advertising	\$2,500.00		
Print and Postage	\$1,000.00		
Supplies	\$1,000.00		
	<b>Total Expenses</b>	\$39,350.00	
	<b>Net Surplus/Deficit</b>	\$2,650.00	

# Example:

## 2022 Budget vs. Actuals for your organization

Budgeted and actual  
Income/revenue for  
most recently  
completed fiscal year

Budgeted and  
actual expenses for  
most recently  
completed fiscal  
year


Net  
Operating  
Revenue

	Actual Jan–Dec 2021	Budget 2021	Over/Under Budget
<b>Revenue:</b>			
Fees	\$3,500	\$5,500	-\$2,000
Grants	\$200,000	\$450,000	-\$250,000
Other revenue	\$9,000	\$8,000	+\$1,000
<b>Total Revenue</b>	<b>\$212,500</b>	<b>\$463,500</b>	<b>-\$251,000</b>
<b>Expenses:</b>			
Salaries and wages	\$226,000	\$426,000	-\$200,000
Membership dues	\$1,500	\$3,500	-\$2,000
Rent	\$6,000	\$13,200	-\$7,200
Utilities	\$3,500	\$6,000	-\$2,500
Miscellaneous	\$1,500	\$4,800	-\$3,300
Volunteers	\$800	\$3,500	-\$2,700
<b>Total Expenses</b>	<b>\$239,300</b>	<b>\$457,000</b>	<b>-\$217,700</b>
<b>Net Operating Revenue</b>	<b>(\$26,800)</b>	<b>\$6,500</b>	<b>(\$33,300)</b>

# Application

Preview As

Applicants ▾

 Question List[Process Manager](#) / [2023 Grant Process](#) / [2023 Grant Application](#) / [Preview](#) Fields with an asterisk (\*) are required.

&gt; I. WELCOME TO THE 2023 AAWGT GRANT APPLICATION

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## A few hints while working on your Application...

- ✓ **Saving your work:** the software will intermittently save your work. However, there can be a time delay so we recommend periodically use the **Save Application** button at the bottom of the page to ensure your work is saved. If there is no activity for 40 minutes, the software will save your work and log you off. You may return later and continue editing your application.
- ✓ **Calculating Character Count:** each answer field has a maximum character limit. Note that spaces and punctuation also count as characters. Please use only 1 space between sentences.
- ✓ Application questions marked with an \* are questions to which a response is required; they must be answered in order for your application to be electronically submitted.
- ✓ When your application is complete, click **Submit Application**. Once you press “Submit”, no additions or changes to your application will be possible.

## What We Don't Fund:

- Organizations that discriminate by race, creed, gender, sexual orientation, age, religion, disability or national origin
- Capital projects, including new construction, expansion, renovation or replacement of existing buildings
- Endowments
- Sponsorships or fundraising drives/events
- Banquets, receptions or similar events
- Political activities or lobbying
- Sectarian religious activities
- Grants to individuals



## Timeline for the 2023 Grant Cycle:

**January 4, 2023:** Call for Applications released and grant application available online.

**January 12, 2023:** Zoom Grant Applicant Workshop.

**February 10, 2023:** Applications are due at 11:59 pm

**May 2023:** AAWGT Members vote on grant proposals and winners are contacted

**July 1, 2023:** Grant year funding begins

## And finally.....

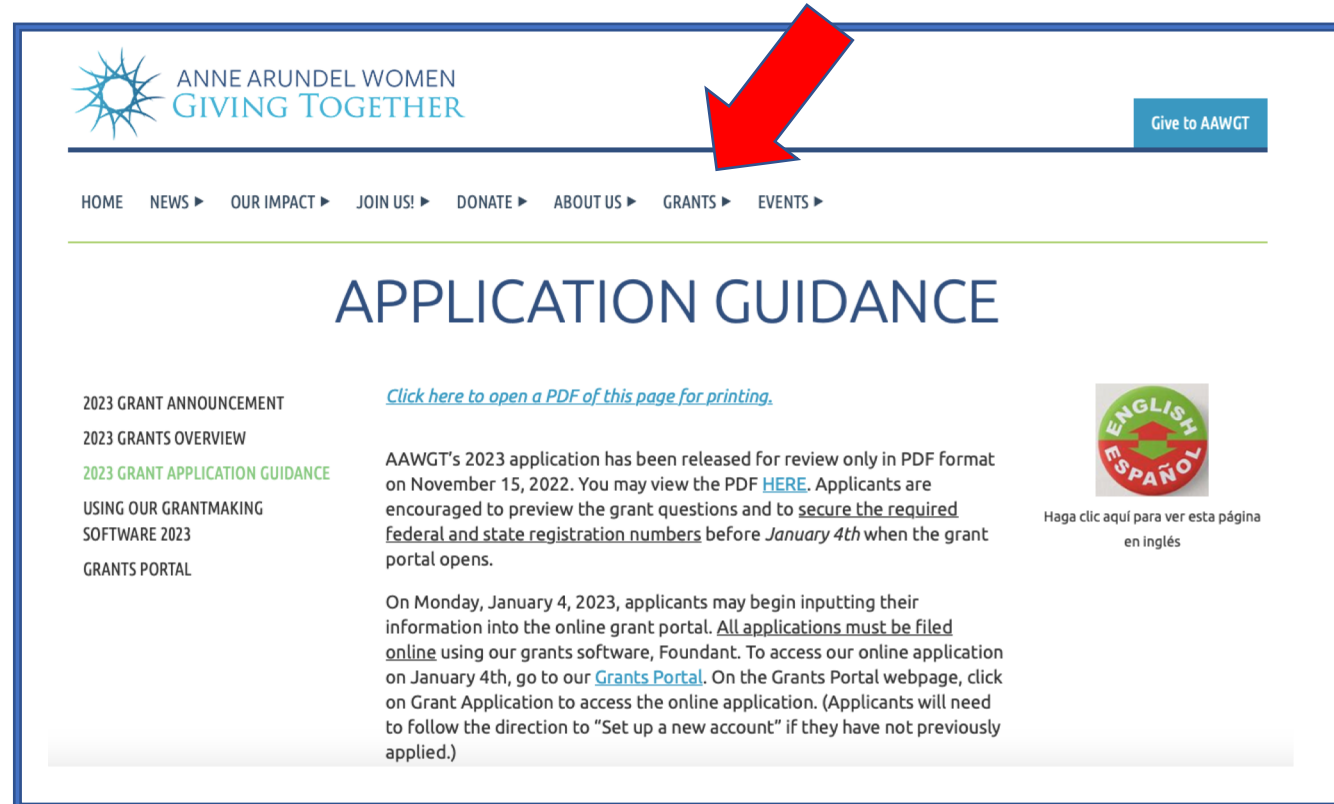
An Application Guidance page can be found under the **GRANTS** tab on AAWGT's Website, [givingtogether.org](http://givingtogether.org).

It has *lots* of helpful information on completing the application.

It's a good idea to read this section before beginning your application!

### *Still have questions?*

- *For questions about grant requirements or the grants process, please email [grants@givingtogether.org](mailto:grants@givingtogether.org).*
- *For technical or software questions, please email [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org) and include a telephone number*



# Questions?

Thank you for your interest in AAWGT's 2023 grants!

## REMINDER:

- ✓ For questions about grant requirements or the grants process, please email [grants@givingtogether.org](mailto:grants@givingtogether.org)
- ✓ For technical or software questions, please email [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org) and include a telephone number