



Virginia BPW FoundationSM

Forums and Special Programs Matching Funds Application

The Virginia BPW FoundationSM, hereafter referred to as the Foundation, is interested in providing matching funds for forums or special programs that further the mission of the Foundation *to provide information, resources, and educational opportunities to current and future workingwomen in Virginia.*

Eligible applicants:

Applications for matching grant funds will be considered from:

- Community or professional groups based in Virginia
- Associations, non-profit organizations, or other non-profit entities based in or maintaining an official office in Virginia with an interest in improving the lives of workingwomen.

Ineligible applicants:

Applications for grant funds will not be accepted from:

- Individuals
- For profit businesses or corporations

Purpose of the grant

This is an application for matching funds for a Virginia-based group that plans to conduct a forum or special program that furthers the Foundation's mission.

Examples of such forums or special programs include, but are not limited to:

- legislative or candidate forums,
- seminars to further the improvement or development of the capabilities of business and professional women,
- individual development programs,
- speakers that address issues important to workingwomen,
- surveys or other research projects into current state and local problems of importance to the community and to workingwomen, and
- meetings and conferences of those interested in the study of the role of women in business and the professions.

Application

In most instances, the application form provides sufficient space for an adequate response; but additional pages can be used, if necessary. If approved, the Foundation will provide a matching grant of up to \$250. Be sure to specify the amount of money being requested.

Grant Recipient Obligations:

If the grant application is approved, the grant recipient shall match the grant funds, conduct the forum or special program for which the grant application was approved, and credit the Foundation for the grant in the printed event program.

Within 60 days following the forum or special program, the grant recipient shall submit a report to the Foundation that includes:

- Copies of the promotional materials and printed program for the event that credits the Foundation,
- A summary of income and expenses,
- A summary evaluation of the forum or special program,
- Pictures of the event that can be used in the Foundation annual report and on the Foundation website,
- A list of volunteers, and
- The number of participants/attendees at the event.

In addition, if newspaper notices or stories were printed, a copy of the article(s) should accompany the report.

To Be Completed by Applicant

Group, Association, Non-profit Organization or Entity Name: _____

Contact Person: Name: _____

Address: _____

Phone: Work: _____

Home: _____ Cell: _____

Email: _____

1. Describe the type of project that is being planned. Identify any other organizations that are participating and the division of responsibilities, if applicable.
2. List the goals for the forum or program.
3. Identify by name the members who make up the steering committee.
4. Discuss the timeline for the forum or program. Include target dates, as appropriate, for planning, contacts with target populations, identification and confirmation of participants, printing of materials, date(s) for the forum or program, etc.
5. Describe the target population. How will this target population be identified and/or contacted?
6. Provide a budget (proposed income and expenses) for the forum or program.
7. Dollar amount of the request: _____ (not to exceed \$250).
8. Describe the plan for matching the Foundation grant. The “match” can be other funds or “in kind” contribution of time and materials. Volunteer time will be valued at \$10 per hour.

Signature

Date

Return to: Virginia BPW FoundationSM, P. O. Box 4842, McLean, VA 22103-4842