



Virginia BPW FoundationSM

Matching Funds Application “Women Helping Girls with Choices” or “Reality StoreSM” Project

The Virginia BPW FoundationSM, subsequently referred to as the Foundation, is interested in providing matching funds for *Women Helping Girls with Choices* or *Reality StoreSM* projects 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 *Women Helping Girls with Choices* or *Reality StoreSM* project that furthers the Foundation’s mission. *Women Helping Girls with Choices* programs were initially developed by the Girls Clubs of America, Inc., and adopted by the Business and Professional Women/USA and the Foundation to help adolescent girls prepare for successful futures. *Reality StoresSM* were developed by the Indiana Federation of Business and Professional Women and shared materials were adapted for communities in Virginia by local organizations in the Virginia Federation of Business and Professional Women.

Examples of such projects include, but are not limited to:

- mentoring programs,
- mother/daughter small discussion groups,
- financial management seminars for adolescents,
- career planning activities, and
- Reality StoresSM.

Application

If the application form is a *Word* document, the responses can be inserted directly below each question or request for information. If the application form is a PDF file, responses can either be inserted in the same manner as in a Word document or can be attached on a separate sheet of paper. In either event, the information provided should not exceed two pages. 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 *Women Helping Girls with Choices* or *Reality Store*SM project for which the grant application was approved, and credit the Foundation for the grant in the printed program.

Within 60 days following the *Women Helping Girls with Choices* program or *Reality Store*SM the grant recipient shall submit a report to the Foundation that includes:

- Copies of the promotional materials and the printed program for the event that credits the Foundation,
- A summary of income and expenses,
- Pictures of the event that can be used in the Foundation annual report and on the Foundation website,
- A summary evaluation of the *Choices* program or *Reality Store*SM,
- 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 *Women Helping Girls with Choices* or *Reality Store*SM.
3. Identify by name the members who make up the steering committee.
4. Discuss the timeline for the *Women Helping Girls with Choices* or *Reality Store*SM. 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 *Women Helping Girls with Choices* or *Reality Store*SM.
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