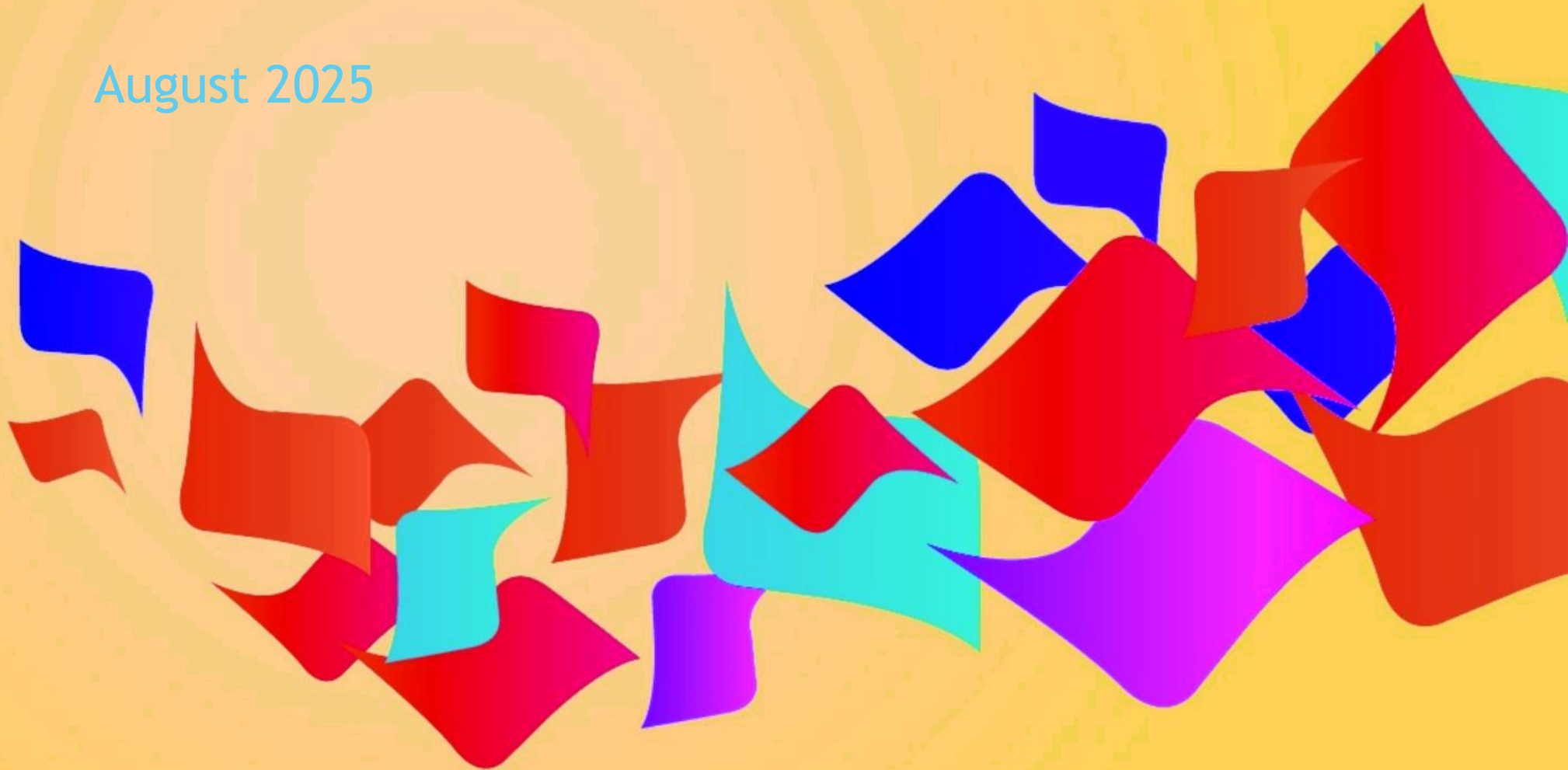


Altrusa International
Foundation International
Grant Writing Workshop

August 2025

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Grant Reviewer



Access the International Foundation Grants

- ▶ Foundation Website: <https://foundation.altrusa.org/>
 - ▶ Grant Programs and Awards
- ▶ Grant Due Dates – Cycle One: 09/15; Cycle Two: 3/15
- ▶ Receipt of the by Oct 31 or April 30
- ▶ Progress Report due 6 months after receipt of the money
- ▶ Follow-up Report due 12 months after receipt of money
- ▶ Five total pages
 - ▶ Cover page & grant table = 2 pages
 - ▶ Narrative = 3 pages

Cover Page

<https://docs.google.com/document/d/1TDFVBt8E8u6-e2eFAUfzhFtxE02bUdMf/edit?tab=t.0#bookmark=id.5mibyi8rzh48>

Abstract Guidelines

- ▶ **Abstract (5 points):** In 100 words or less, **briefly** describes the Project
- ▶ (a) the target population - **Who are you serving**
- ▶ (b) objectives - achievable **brief** objectives for the project period
- ▶ (c) community need for the Project - **Overview** from the agency or community, state or nat'l
- ▶ (d) methods of implementation, Overview of **what will you do**
- ▶ (e) expected benefits and results. For the target population.

Helpful hint: Prepare this section last.

Eligibility Guidelines

Eligibility Requirements (5 points):

- ▶ Involves Altrusa Club members in hands-on participation
- ▶ Is literacy based and improves participants' literacy skills
- ▶ Benefits one or more of the following groups:
 - ▶ abused and battered women,
 - ▶ the aged,
 - ▶ the homeless,
 - ▶ the handicapped,
 - ▶ underprivileged children, and
 - ▶ underprivileged children requiring medical attention.
- ▶ Community members who are disadvantaged, active military and/or Veterans.

Need Guidelines

- ▶ **Need (10 points):** Citations that support the community need for the Project.
 - ▶ Current local, regional or state dates/statistics
 - ▶ Estimate how many participants the Project will serve.
- ▶ Describe how the members of the Applicant (Altrusa Club, ASTRA Club, or District) made the decision to support the Project.

In chronological order

 - ▶ Perhaps information from a speaker...
 - ▶ Newspaper article brought to a Board meeting or a foundation meeting...
 - ▶ Presented to the Club from the Board
 - ▶ 100% club approval

Project Description Guidelines

Project Description (25 points): Describe the project in detail in paragraph form (do not include the ..)

Underline the key words listed below.

- ▶ target population, specific agency or school or care center...
- ▶ objectives - achievable during the project and describe measures and who will collect the data and how
- ▶ methods of implementation - describe in phases or steps - the how & who
- ▶ expected benefits (general) and results (measures) how will you see the results, who will report them

NOTES 1. If the Project was previously funded by Altrusa International, explain project updates, growth or changes since that time and to the Applicant's involvement., ie new outreach or growth, new funding sources g, new Altrusan volunteer opportunities ...

Note 2. The Project must encompass more than just flow-through funding to another entity's project or program. Additional Altrusa involvement, (financial, personal service or other,) is required. Examples Altrusans make the selection, purchase, and label books to update the school's library, but the grant may not be given directly to the library without further Altrusan involvement (e.g., the library may be able to purchase books at a reduced rate; then Altrusans can still be involved in the processing of the new books, placing Altrusa labels in the books, etc.).

Altrusan Involvement & Timeline Guidelines

- ▶ **Altrusan Involvement (10 points):** Indicate the number and percent (%) of Applicant total members participating.
- ▶ Provide details chronologically the types of activities that members will accomplish. Show the number of members needed for each phase (underlined) of the Project (i.e., activity, financial contributions or hands-on Project service).

Note. The details should include, but are not limited to member meetings, additional fundraising for the Project, and preparation/participation in Project events.

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- **Timeline (10 points):** *As a separate section.* specify in outline format by quarter or month when Project activities will take place after receipt of the reward within one year.

Evaluation Guidelines

- ▶ **Evaluation (10 points):** Describe the methods and tools to assess progress towards the goal and assess the specific outcome objectives listed in the project description.
- ▶ Define how Project success will be measured during the project period (e.g., increase in reading level).
- ▶ The planned outcomes (e.g., number of books students checked out for home, increased children's reading time at home, number of individuals who have increased their reading level as a result of Project participation);
- ▶ The tool(s) to be used to evaluate these outcomes (e.g., teacher and parent reports, schools standardized test scores related to project activities, or other teacher recommended outcome measures), and any other impact on the target audience and community.

Sustainability & Publicity Guidelines

- ▶ **Sustainability (5 points):** Explain the plan to sustain the Project after the grant dollars are expended.
 - ▶ If this is a one-time Project, please state. There are no penalties to do so.
 - ▶ If the Project is to continue, include future fundraising, member participation and support, community partner commitments/involvement and other relevant information.
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- ▶ **Publicity (5 points):** Define the planned publicity efforts
 - ▶ Local and regional publicity
 - ▶ Within Altrusa sites,
 - ▶ Social media
 - ▶ Community

Budget Narrative Guidelines

- ▶ **Budget Narrative (15 points):** Provide details that justify the budgeted items in the Budget Table. See the Budget table on a separate page.
- ▶ Describe the purpose of project expenses and explain how costs included in the budget were determined, whether by bid, catalogue or estimate.
- ▶ For each line in the budget page, the narrative should match each component
 - ▶ How each of the costs were determined or estimated
 - ▶ How external contributions were sought
 - ▶ DO NOT include expected money from fund raisers to be held after the grant is submitted

SAMPLE -- Budget Narrative

Project Income:

- \$2,500 Altrusa International Foundation Grant Request
- \$2,000 Local Altrusa Club Fund Raiser (\$1,750) and Altrusa member donations of school supplies and books (\$250)
- \$ 500 Other contributor: Grant from Books Foundation
- \$ 500 Other contributor: Hunger Task Force funds from United Way of ...

\$5,500 Total Project Income

Project Expense

- \$1,500 Supplies: School supplies, includes paper, notebooks, folders, markers, pens,
- \$1,500 pencils, poster board, printer ink for student use & Equipment: Two electronic white boards for tutors to use with students
- \$1,000 Food: Afterschool healthy snacks for students
- \$1,000. Educational materials: Ace Resources Guides, computer software for on-line applications, book awards for students and tutors
- \$500 Communications: Flyers to distribute to local schools about the Homework Help Center

\$5,500 Total Project Expenses

[https://docs.google.com/document
/d/1TDFVBt8E8u6-e2eFAUfzhFtxEO
2bUdMf/edit?tab=t.0](https://docs.google.com/document/d/1TDFVBt8E8u6-e2eFAUfzhFtxEO2bUdMf/edit?tab=t.0)

Sample Project Budget Table

<https://docs.google.com/document/d/1TDFVBt8E8u6-e2eFAUfzhFtxEO2bUdMf/edit?tab=t.0>

Project Budget Table

Budget Table Template	
Name of Club or District:	
District Number	
Project Name:	
Project Income	
Altrusa International Foundation grant requested in this application:	\$
Local Club Contribution to the Project	\$
Other contributors (please list). Indicate if support is requested, pending, or confirmed.	\$
	\$
	\$
	\$
Total Project Income	\$