

Altrusa International Foundation, Inc.
Program Grant Writing Worksheet

This is just a worksheet to make notes and clarify your application and execution of the project.
The Zoom edition will have more items to help you.

Title: _____

Should clearly represent the Project. Example _____ for the ____ [target population]

Abstract (5 points) In **100 words or less**, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results. Notes to be used as you create the project. Use these notes to create abstract narrative last.

- a) _____

- b) _____

- c) _____

- d) _____

- e) _____

2. Eligibility Requirements (5 points) **INCLUDE ONLY** the criteria the proposed project will meet.
DELETE OTHER CRITERIA – you can shorten the criterion that is appropriate.

Criteria	Checkmark or Short Description
involves Altrusa Club members in hands-on participation	
is literacy based and improves participants' literacy skills	
benefits abused and battered women benefits the aged	
benefits the homeless benefits the handicapped	
benefits underprivileged children	
benefits underprivileged children requiring medical attention	
benefits community members who are disadvantaged	
benefits active military and/or Veterans	

3. Need (10 points) Describe the community's need and how many participants **YOUR project** will serve **AND** how the members of the Altrusa Club, ASTRA Club, or District made the decision to support the project. **INCLUDE dated** supporting published relevant information or

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quote from the agency partner. The point count indicates the amount of information you should present.

3. Need (continued)

General community need _____

Draft potential sources of data: when you write the application provide the year of the article & might provide a link to the source in paren.(****) _____

Estimate # of potential participants served during your grant period _____

Project decision-making process (discussions with Club & agency) _____

4. Project Description (25 points) Describe the project in detail, including (a) target population, (b) objectives, (c) methods of implementation, and (d) expected benefits and results. *If the project was previously funded by the Altrusa International Foundation, explain what updates, growth or changes are being made to the project since that time and the updates to the club's involvement. These changes might include new outreach or growth, new sources of funding provided by the club, new volunteer opportunities for club members, etc. Note: The project must not involve direct funding of another entity's project. (For example, 'the Club members will purchase and label books to update the school's library', NOT 'the money Club members raise will be given directly to the library without further involvement'. One possibility: If library has access to special purchases and Altrusa can then be involved with labels etc.*

(a) target population:

(b) objectives
(measurable) _____

(c) methods of
implementation _____

(d) expected benefits and
results _____

5. Altrusan Involvement (10 points) Specify the number and percent of Altrusa (or ASTRA) members who will be personally involved in each phase of the project – planning, monitoring...and describe the types of activities that the members are expected to

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accomplish. Hands on service hrs. here. Note general statement about monetary contributions put real \$\$ in budget sheet).

- # of Altrusans (participating # / Club membership expressed as %) for each activity. But if more than 3 pages, can cut down to a total and list the activities.

- 6. Timeline** (10 points) Specify in detail the project timeline of activities that must take place within the one-year grant period (cycle 1: 11/1/year-11/1/year; cycle 2: 5/1/year- 5/1/year). Quarterly list would be good. ONLY cover the grant period. The details should include, but are not limited to project events, club member participation. Draft **this list as an outline of key phases of the project.**
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- 7. Evaluation** (10 points) hints goals are global and objectives can be measured Describe the a) **how the Project success is defined** , i.e. increased reading level [**usually a goal since you cannot measure**]; b) planned outcomes, i.e. total # participants, or average # books checked out for home on the weekend; and c) evaluation tools – surveys of teachers and Altrusans or other tools used by the school and reported to you. Including how the evaluation will be implemented and how the anticipated effects of the project are **expected** to impact the target audience and the community. Address each phase of the project, methods of evaluation, source of the data and who will be responsible, appropriate immediate, medium and long-term outcomes. Consider citations of expected effects.
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- 8. Sustainability** (5 points) Explain how the Altrusa Club, ASTRA Club, or District plans to sustain the project after the grant period ends. Please include details on fundraising, club member participation, community involvement and any other relevant information. If not applicable indicate that.
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- 9. Publicity** (5 points) Define the planned local and regional publicity efforts. Don't forget Altrusa publications.
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- 10. Budget** (15 points) Submit a proposal budget using the budget template. Include the value of in-kind donations of project items. Only include the budget items appropriate for your project. In your 3-page project narrative, summarize the justification for the items on the budget template. **[Make sure the template and narrative have matching information.] See Grant Application Instruction Guidelines and the two examples provided.**

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11. and 12. Content apply only to Astra Clubs and newly chartered Clubs

Proposed Budget to Altrusa International Foundation, Inc.

Type directly on the provided budget table and submit as page 2, following the cover page that includes the signatures. The 3-page narrative can be sent as a separate document, or the narrative can be inserted following the budget page as part of one 5-page application.

Make sure you include a header on the budget and narrative pages that includes the Club Name and Project Title. **Delete all lines in this budget that is not necessary for your specific project.**

Name of Club or District:	
District Number:	
Project Name:	
Project Year:	
Item	Amount
Project Income	\$
Altrusa International Foundation grant request in this proposal	\$
Local Altrusa Club contribution to the project	\$
Other contributors (please list)	
	\$
	\$
Total Revenue	\$
Project Expenses	\$
Supplies	\$
Equipment	\$
Food	\$
Clothing	\$
Educational materials	\$
Communications	\$
Postage/Delivery	\$
Other (please itemize)	\$
	\$
	\$
Total Expenses	\$

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Budget Narrative /Justification explain how costs were estimated & detailed needs of the project expenses. Add attachments ONLY as Necessary.