



MVWC Service Project Grant - Member Sponsor Form

MVWC Member Sponsor Name _____ Phone _____ Email _____

Member Sponsors are ineligible if they receive direct compensation from the organization.

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Name of Organization Being Sponsored _____

Name of Organization Contact: _____ Title _____

Phone _____ Email _____

Website _____

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Please answer the following questions, in the order asked, on a separate page and attach to this form:

1. Which of these two focus areas would a grant focus on?

Health and Human Services (e.g. Hunger and Homelessness) ____

Education (e.g. Arts, Technology, Environment) ____

2. What is the Mission of this organization?

3. State the organization's EIN.

4. What is **your** relationship with this organization?

5. How long have you known about or worked with this organization?

6. Why are you recommending this organization for a grant?

7. If this organization is awarded a grant, will you be involved in their project? If yes, in what way?

8. Is there any additional information you wish to provide about this organization?

9. What do you estimate is a reasonable amount for a grant request for this organization?

Thank you for sponsoring a local charity. NOTE: Please be sure the contact information is correct and includes name, phone, email and title of the contact person. Grants typically range between \$500 and \$5,000. Please set realistic expectations for your contact person to use in their grant application. Return this completed sponsor form no later than September 15th by email to: mwvcserviceproject@gmail.com or, if you prefer, mail it to the address below. For questions, please contact the Service Project Chair at mwvcserviceproject@gmail.com

Moon Valley Women's Club Service Project A 501(c)(3) organization
13236 N. 7th St., Suite 4-307, Phoenix, AZ 85022

<http://www.mvwomensclub.org> mwvcserviceproject@gmail.com



MVWC Service Project Purpose

The MVWC Service Project provides grants, goods, and time to improve the lives of children, families, and vulnerable adults in Maricopa County, Arizona. Grant priority consideration is given to charitable organizations with limited financial resources which focus on Health and Human Services (e.g. Hunger and Homelessness) and Education (e.g. Arts, Technology, Environment).

Description of the MVWC Service Project Grant Process

Grants are awarded in the fall and given to established nonprofit-designated organizations or not-for-profit educational entities. Grant recipients must be sponsored and endorsed by a **current** member of the Moon Valley Women's Club. Organizations may apply yearly for specific individual projects within their overall mission and goals. Grant recipients may be given funds for project costs or awarded in actual goods.

Criteria for Grant Applicants and FYI for the Member Sponsor

1. The purpose of a grant is to fund a project within a larger organization.
2. Applicants must be an IRS-designated nonprofit organization or a not-for-profit educational entity.
3. The applicant's EIN and mailing address must be clearly stated on the application.
4. Applications from political or religious organizations are not eligible for funding.
5. **** To begin the process, an MVWC member must submit a Grant Sponsor Form (available at <http://www.mvwomensclub.org>) to the Service Project Board by September 15th. After review to ensure the organization meets the grant criteria, the organization shall be sent an application form. ****
6. The sponsoring MVWC member and the project contact person cannot be the same person.
7. The sponsoring MVWC member must describe the organization's project, and the organization must apply for the grant as described in the sponsor form.
8. Individuals are not eligible, only Organizations.
9. Grants are generally awarded in the \$500 to \$5000 value range. Amounts awarded are determined based on the number of applications received, the amount of funds available, the project's impact on the focus area selected and the organization's mission and accomplishments.
10. Funds awarded are for durable goods and/or supplies. They cannot be used for payroll, expenses or services.
11. Application deadline is October 31st. In general, grants are finalized by December 10th.
12. All funds and/or goods are distributed over the duration of the project.
13. A final report and other documentation must be submitted from the receiving organization upon the project completion date, but no later than October following the grant award else the organization shall be ineligible for future grants.
14. **Important deadlines in the grant process.** Member Sponsor Form due September 15th, Grant applications due October 31st. In general, grants are finalized by December 10th. Final Reports are due no later than October of the next year. All Member Sponsor forms shall be vetted by at least two (2) members of the Board to assure the organizations are eligible according to Service Project guidelines. Each organization that qualifies to receive an application will be assigned an At-Large Board member who shall be the organization's contact/mentor throughout the application process. Regular communications shall be maintained to ensure a successful application process for the organization.

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