



2023 GRANT APPLICATION

The Ojai Women's Fund (OWF) is an all-volunteer collective giving circle dedicated to making grants on an annual basis to nonprofit organizations that target critical needs in the Ojai Valley. The 2023 grant-making criteria, key dates, and application are defined below.

Please carefully read the sections below, and make sure that your organization fits the Funding, Eligibility and Award Criteria. If you have questions about your organization's eligibility, please consult the link for Frequently Asked Questions (FAQ) or, if you need other assistance in filling out the application, contact grants@ojaiwomensfund.org.

Due Date

Proposals must be received no later than 5:00 p.m. on Friday, June 16, 2023. Late and incomplete proposals are not accepted. All applications must be submitted electronically - see How to Apply section.

Funding

Grant amounts may range from \$5,000-\$15,000, and will fund programs/projects that address critical needs for Ojai Valley residents in one or more of the following areas: arts, education, environment, health, or social services.

Grants will support:

- general operating support;
- existing program/project expenses or program expansions;
- new programs/project expenses.

Grants will not be made:

- to organizations that discriminate against groups or individuals in the delivery of programs and services on the basis of race, ethnicity, religion, national origin, gender, gender identity, age, sexual orientation, or disability;
- to individuals;
- for operating deficits
- for endowment funds, or annual fund drives;
- for fundraising dinners or events;
- for research programs without a direct service component;
- for influencing legislation and/or elections, for political candidates, political campaigns
- to faith-based organizations or religious programs whose principal purpose is promulgating a particular religious faith, creed or doctrine.

Applicant Eligibility

Organizations certified as tax exempt under Section 501(c)(3) of the U.S. IRS Code for a minimum of one year from date of IRS Final Determination 501(c)(3) Letter and classified as "not a private foundation" under Section 509(a) are eligible for funding.

Not-for-profit schools and organizations that have a 501(c)(3) nonprofit agency serving as a fiscal sponsor for the proposed project are also eligible for funding. The fiscal sponsor must be an established IRS 501 (c)(3) tax exempt organization for a minimum of one year from the date of the IRS Final Determination 501 (c)(3) Letter and it must agree to accept donations on behalf of the grant applicant.



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Award Criteria

Applicants must demonstrate in their application that the proposed program or project will achieve results of measurable benefit for the Ojai Valley while addressing a critical need in one or more of the following areas: **arts, education, environment, health, social services**. While your program must serve residents of the greater Ojai Valley, including the communities from Casitas Springs through Upper Ojai, your organization does not need to be based in the Valley. Beneficiaries are not limited to women and girls. Each application will be evaluated based on the nonprofit's goals, financials, leadership, sustainability, and measurable results.

Grantee Selection

Successful grantees will have and/or demonstrate the commitment to achieving:

- a clear mission;
- strong leadership and management;
- program services responsive to the culture and linguistic needs of its clients/constituents;
- intentionality in diversity, equity, and inclusion in their practices and results;
- a strategy to accomplish their mission, operate programs that produce positive outcomes, and learn from results;
- a funding model that can support core programs and services;
- program and services that address the needs of people who are economically disadvantaged, and/or underserved, or that improve the quality of life for individuals in the Ojai Valley in arts, education, environment, health, or social services.

Other Important Information

- One proposal per organization will be accepted. Agencies serving as a fiscal sponsor may also apply for their own program.
- Grants are for a one-year term.
- Nonprofits may be awarded grants for two consecutive years, then will not be eligible to apply during the next grant cycle. For example, an organization that receives a grant in 2022 and 2023 will not be eligible to apply again until the 2025 grant cycle.
- If your agency is selected and awarded an OWF grant, you may be asked to:
 - Provide and present a short speech at the OWF Presentation of Grants event.
 - Provide updates, including participation in a mid-year call and a year-end written report.
 - If you are selected, we may request photographs or request a link to a brief video of your program for promotional materials. We will require a signed photo release.

Key Dates

- Grant application available at www.ojaiwomensfund.org on May 1, 2023
- **Completed grant application is due by 5:00 p.m. Friday, June 16, 2023**
- Site visits, virtual or in-person, may be scheduled in July 2023
- Nominees for the ballot will be announced in August 2023
- Applicants will be notified of grant funding decisions in September 2023
- Grant awards celebration will be held in November 2023



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HOW TO APPLY

Completed proposal packets must be emailed no later than 5:00 p.m. on Friday, June 16, 2023. **Users must use Adobe Acrobat Reader to complete this form. [Please download a free copy here.](#)**

- Create a PDF file for the requested application information, titled with your **Organization Name: 2023**
- Attach the required documents, as outlined below.
- Email the complete application including all attachments to owfgrants@gmail.com, no later than 5:00 p.m. on Friday, June 16, 2023.
- If you do not receive an email confirming receipt of your application within five days of your submission, contact OWF immediately at owfgrants@gmail.com.

Application Checklist

Please create and submit a PDF of the following:

Cover Page (use supplied form)

Proposal Narrative (up to 4 pages)

Board of Directors/Governing Body List (use supplied form or a list in your own format that contains the same information)

Organization/Project Budget (use supplied form)

Partner Agreement(s) (if applicable). Please submit a Partner Agreement from each essential partner on whom the project is dependent. (use supplied form)

Attachments:

Most recent IRS Form 990 or Financial Statement

Copy of IRS Final Determination 501(c)(3) Letter

Fiscal Sponsorship Agreement (if applicable)

NOTE: Please do not include any other supplemental information with this application.



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COVER PAGE

Legal Name of Applicant Organization:	
Mailing Address:	
Telephone:	Website:
Executive Director/President:	
Phone:	Email:
Contact Person/Title:	
Phone:	Email:
Year Incorporated:	Fiscal Year Begins:
Year 501(c)(3) Granted:	Tax ID #:
Focus Areas (check one): Arts Education Environment Health Social Services	
Funding Request: <i>Please note OWF provides funding for general operations or for discrete programs/projects. If you are asking for general operating support, then enter "General Operating" in the name field.</i>	
General Operating Support	Project/Program Support
General Operating or Project/Program Name:	
Total Organizational Budget (Current Fiscal Year):	Total Project Budget (if applicable):
Amount Requested from OWF:	
Geographic Area Served by Organization:	# People Served by Organization:
Geographic Area Served by Project (if applicable):	# People Served in the Ojai Valley:
# Paid Staff: FT: PT:	Number of Volunteers last fiscal year:
<p>Executive Summary: <i>Briefly describe your program, the need it seeks to address, and how the population being served will benefit. Please note this paragraph will be used in the official Voting Ballot Summary for members to choose which organizations they want to fund. Please limit to 125 words.</i></p>	

PROPOSAL AUTHORIZATION

We certify that the information in this application is to the best of our knowledge true and accurate and is submitted with our Board of Directors' /Governing Body's full knowledge and endorsement:

_____	_____	_____
Signature (type or sign name here)	Name & Title of Executive Director /President	Date
_____	_____	_____
Signature (type or sign name here)	Name & Title of Authorized Board / Governing Body Representative	Date



PROPOSAL NARRATIVE

Directions: Please provide information in the order outlined below using specific headings. Please limit your Proposal Narrative to four (4) pages maximum.

ORGANIZATION OVERVIEW

- 1. Mission and History.** Briefly describe your organization's mission and history.
- 2. Programs and Services.** Describe your current programs, activities, and accomplishments.
- 3. Please also include a brief statement** regarding the impact of COVID-19 on your organization and programs.

GRANT REQUEST

Please note OWF provides funding for general operations or for separate programs/projects.

- 1. Community Need.** Identify the need or problem the proposed program addresses.
- 2. Population to be Served.** Define and estimate the number of people in the Ojai Valley who will be served by the program, including race/ethnicity, economic profile, gender, and ages.
- 3. Program Goals.** Describe the program's goals, steps involved in implementation, how the requested funds will be used, and a timeline of major activities. Describe how the people being served will benefit from the program.
- 4. Evaluation.** Describe how the program's goals and intended outcomes will be defined and measured.
- 5. Key Staff and Collaboration.** Summarize the skills and relevant experience of key leaders, staff and volunteers essential to the program's success. If this program is being done in cooperation with another organization, identify the organization and define the nature of the collaboration. The OWF Partner Agreement (if applicable) must be included as an attachment.
- 6. Other.** Provide any additional information about your proposal you would like to share that is not otherwise covered in paragraphs 1 through 5.



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Board of Directors / Governing Body

Name	City	Affiliation/ Profession	Board Position

How often does your governing body meet? _____



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2023 Budget Sheet			
Organization Name:			
What percentage of your organization budget is spent on Administration plus fundraising?		%	
Funding Source:	Organization	Program/Project (if applicable)	Amount of OWF Grant Allocated
FUNDING			
Government			
Foundations			
Corporations/Organizations			
Individuals			
Special Events			
Fees			
Interest Income			
Other:			
Other:			
Other:			
Other:			
TOTAL FUNDING:			
EXPENDITURES			
Salaries & Wages			
Employee Benefits + Payroll Taxes			
Subtotal Payroll			
Occupancy (rent, lease, utilities, etc.)			
Technology (hardware, software, systems)			
Building/equipment			
Contract professional fees			
Insurance			
Printing, publications, postage			
Supplies			
Other (please list):			
Subtotal Operations			
TOTAL EXPENDITURES			
NET EXCESS (DEFICIT) OF SOURCES OF FUNDING OVER EXPENDITURES			



Ojai Women's Fund Partner Agreement

If partnering with another organization to deliver services or programs, the Grant Application must include a Partner Agreement signed by the executive, superintendent, or administrator in charge of the Partner Organization. Agreement letters from partners should represent true, collaborative partnerships. Some, but not all, of the issues that could be considered are rules governing contact with students, or clients, time needed for delivery of the program, space and materials that will be used, transportation needs, and support needed from key personnel, teachers, parents, students, volunteers and others.

Title of the program which is the subject of this Partner Agreement: _____

As described in the grant proposal submitted to Ojai Women's Fund on _____ (date).

- _____ (applying organization name here) has met with and intends to work with the organization listed below as a partner.
- _____ (partnering organization name here) has met with and intends to work with the above-named grant applicant as a Program Partner.

The signature below indicates that the partner organization understands and agrees to support the grant applicant's proposed program named above, as well as the role of the organization in the proposed program.

Partner Organization Name: _____

Date: _____

Administrator Name: _____

Title: _____

Signature: _____

Please complete and submit as an attachment with your application.