

BURKE WOMEN'S FUND (BWF) 2017-2018 GRANT CYCLE

BWF grants are made to tax-exempt, 501(c) (3) organizations that have programs or projects impacting the lives of women and their families in Burke County. The Community Foundation of Burke County has implemented the Foundant online grant management system. All BWF Applications and required follow-up will be done online.

STEP 1: Review Funding Guidelines - Please read the guidelines before applying.

BWF encourages proposals that:

- demonstrate collaboration and cooperation
- affect a deeper level of cultural awareness
- provide an innovative approach to addressing community needs
- enhance or improve organizations which serve clients whose needs are not being met by existing services
- emphasize prevention and early intervention

BWF is inclined to give favorable consideration to proposals that:

- are pilot programs that can clearly be used as a model for others
- have reasonable prospects for future support
- move the community to a higher cultural awareness

BWF will not fund the following:

- programs outside of Burke County unless directly benefiting Burke County
- school specific projects - unless it is a pilot for a larger strategy and there is a plan included for implementation at other schools
- annual fund campaigns or capital campaigns
- religious or political purposes
- individuals (including scholarships)
- organizations which have not been determined to be tax exempt as described in Section 509(a)(1) and 170B (1)(a) of the Internal Revenue Code
- endowment augmentation
- fund raising events and performances
- **organizations that have been funded for three consecutive years, except for organizations involved in collaborative efforts**

Focus Grant: In addition to the general grants awarded, BWF will award one \$5,000 focus grant.

The 2018 Focus Grant will support innovative solutions that address health issues that affect women and children especially in the areas of mental health or substance abuse prevention. Please contact Lisa Miller, Chair of BWF, at lmiller@wpcc.edu or Nancy Taylor, Executive Director of CFBC, at nwtaylor@cfburkecounty.org, if you have questions.

STEP 2: Deadline - Please review the deadline before applying.

- Application - Due **January 27, 2018** at 5:00 PM

STEP 3: How To Apply - To start the grant process, please follow the steps below:

- If you have previously been awarded a grant from CFBC or the Burke Women's Fund (BWF), contact our office at 828-437-7105 for your email address and password, then

log on to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty>. Enter your login information and press the “Log On” button to enter the Foundant Grant Lifecycle Manager.

- If you have never been awarded a grant from CBFC or BWF, logon to <https://www.grantinterface.com/Common/LogOn.aspx?urlkey=cfburkecounty> and click on Create New Account.
- After you have registered, you will be directed to the Apply Page.
- Click on “Apply” to access the Application.
- Click on “Dashboard” to review the status of your Application and Progress Report form.

STEP 4: Uploading Files - To upload files, please follow the directions below:

- In general, acceptable file types for uploading files are: Microsoft Word/Excel and Adobe PDF (PDF) files
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If the document(s) that need to be attached are not electronic or you need to combine multiple documents into a single file, our online system gives you the option to “Fax to File”.
 1. Click “Fax to File” in the menu at the left side of the screen and read the instructions.
 2. Select “Request Fax #”, a toll-free number will appear on the page.
 3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
 4. Dial the toll-free number. Send a separate fax for each individual file you wish to create.
Select “Finished Faxing” when you are done to see your list of files.
 5. Your documents will then be available to download to your computer. After downloading to your computer, you will then be able to upload the documents into your application form.

STEP 5: Final Grant Decisions

Grant Application: Grant Applications will be reviewed by the Grants Committee of BWF for compliance. If site visits are necessary they will be scheduled for **February of 2018**. Grants will be awarded in **April of 2018**.

STEP 6: Online System Tips - Please read the following list of tips that will assist you in completing your online applications:

- The **character counter** includes spaces as well as characters.
- A user will be **automatically logged out** of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. Working on a form without saving does not count as activity.
- **You may choose to prepare a response in a document outside of the online system** (e.g., Microsoft Word) and then copy and paste the text as plain text only into the online form. If you prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, as available in Microsoft Word, because the formatting will likely not transfer to the response area when pasted into the online system.
- **It is advisable to download copies of all submitted forms to your computer.**
- If you do not provide an answer for one of the **required questions**, you will not be able to submit your application.
- **If your PDF upload file exceeds the maximum file size**, consider using the Adobe Acrobat option to “Reduce File Size”.

- Remember that clicking on **“Save”** will allow you to continue to edit your form. Click on **“Submit Form”** when you are completely finished.
- **Once your application has been submitted, it is no longer available for editing.** If you need to make a correction to a submitted form, contact our office at 828-437-7105.