



Les Dames d'Escoffier DC Chapter Grant Application Guide

Please thoroughly read the Grant Criteria before applying. Applications that do not meet these criteria will not be accepted.

Through its grants, the DC Chapter's seeks to make a substantial impact to advance projects or programs that align with our mission and service goals of philanthropy and education. The committee will review all applications according to feasibility, impact, scope and reach of the projects.

Grants Review Criteria & Scoring Rubric

The Grants Committee will review applications based on the applicant's adherence to the following criteria, on a 5-point scale: Poor (1pt), Fair (2pts), Good (3pts), Very Good (4pts), and Excellent (5pts). The Committee may add additional factors at its discretion, or give different weight to factors based on its discretion.

- **RELEVANCE:** are the organization's activities relevant to our mission - education and/or philanthropy?
- **WOMEN-FOCUSED:** is the organization woman-led and/or woman-focused?
- **FINANCIAL VIABILITY:** is it an ongoing, viable concern?
- **IMPACT:** do the organization's programs result in lasting and significant effects on its clients?
- **REACH:** how many people benefit/are impacted?
- **LONGEVITY:** is it an established program or organization in the community it serves?
- **POTENTIAL TO SCALE:** do its programs have a great potential to expand to serve a larger population?
- **SERVING VULNERABLE COMMUNITIES:** are its programs directed to underserved and/or vulnerable populations?

Grants Calendar

Monday, November 30, 2020	Applications available online at www.lesdamesdc.org
Monday, February 1, 2021	Applications due by 5 pm EST
Friday, February 26, 2021	Funding requests submitted by Committee to Board for approval
Monday, March 1, 2021	Board Meeting to Review Applications
TBD	Board Votes to Approve Application
TBD	Grant Recipients Announced
April or May 2021	Grant Recipients recognized at Spring General Meeting
October 2021	6-month Update Report Due from Grant recipients

Guidelines

Each applicant should fill out Sections I (Background Information), II (Funding Request) and III (Funding Request Narrative) of the application. When complete, sections I-III should not exceed five single-spaced, typed pages.

Evaluations and Follow-up

Funding recipients will be asked to report on their use of the funds granted. Recipients of Grants will be asked to submit a one-page report 6 months after receipt of grant money. All reports are mandatory. Any publicity or social media about the project should note Les Dames DC as a funder, which will assist with continued fundraising for Grants.

More information regarding these reporting procedures will be given at the time funding recipients are notified.

Application Checklist

In order to be complete, each copy of the application, including the PDF copy [submitted electronically] should include the following items :

All Applicants (not to exceed five single-spaced, typed pages)

- Section I – Background Information
- Section II – Funding Request
- Section III – Funding Request Narrative

All Applicants – Background Materials

- Organization’s Mission & Vision Statements
- Project budget related to the grant request
- Most recent annual report and audited financial statement (a single copy is sufficient); if no audit is required, please indicate

- List of committed and pending foundation grants for the year
- Listing of Board of Directors' names and professional affiliations
- Proof of IRS 501(c)(3) tax-exempt status (U.S. organizations); proof of NGO or other international nonprofit recognition (global organizations)
- Any additional information about your organization that would help committee members in their review of your application – brochures, newsletters, letters of support from partnering organizations or Board of Directors, etc.

Proposals must be completed and received by Monday, February 1, 2021 at 5 pm EDT.

- Please send a PDF of your application to grants@lesdamesdc.org with subject line:
Les Dames DC Grant Application_ORGANIZATION NAME

Please email any questions regarding the application process to grants@lesdamesdc.org

Thank you...we look forward to hearing from you!