**AAUW of North Carolina MINI GRANTS to Branches**

**Introduction**

AAUW NC offers mini-grants to branches on a rolling basis.

We encourage action-oriented projects or other meaningful branch proposals that promote the mission of AAUW and/or current national and state priorities. We look for impact on the local community. However, awards may be made for branch infrastructure and outreach programs, particularly if they are tied to building the capacity of the branch to do community action projects in the future.

**Reminders**

**Mission:** AAUW advances gender equity for women and girls through research, education and advocacy

**Diversity Statement:** There are no barriers to full participation on the basis of gender, race, creed, age, sexual orientation, national origin, disability or class

**Application Timeline**

The application can be made at any time. The Executive Committee, with advice from the appropriate leadership team(s), will decide on the award within two weeks after the application is submitted.

**Grant Limits**

The amount of the grant will be at the discretion of the Executive Committee, taking into consideration the justification provided by the branches. The board will be responsible for including a limit in each year’s budget.

Applications will be accepted for the following types of projects with the following limits:

 1. Community action, public policy and social justice projects

 This project must involve an event or other activity that reaches nonmembers

 Limit: $500

 2. Other projects that increase branch capacity

 Limit: $100

**Mini Grant Application Process**

The application must contain the following information:

 **Project Title**

 **Branch Name**

 **Name/Phone/e-mail for Branch President. Name/Phone/e-mail for Project Leader**

**For applications for the $500 community action and $100 branch capacity projects, include**

 1. Concise project description

 2. Specific long term goal(s) that this project addresses. These should be tied to the mission and/or current AAUW and AAUW NC priorities

 3. Specific action steps that this grant will fund with estimates of actual costs and the time frame

 4. Background on other branch efforts to address the goal, i.e. include other action steps where applicable

 5. Discussion of why this money is needed and what other funds are available to address the goal. A simple budget is applicable here

 6. Discussion of how will you know whether the action steps get you closer to your goal(s)

 7. A date, no more than 12 months after the date of the application, when the project will be completed and the final report submitted.

Send the completed packet via email to the AAUW NC President at president@aauwnc.org

**Other notes**

The Executive Committee will award grants based on

 1. Application containing all the requested information

 2. Amounts requested and financial justification for those amounts

 3. Preference for new projects

 4. Expected impact for the benefit of AAUW NC and its branches

Grants will be payable to the branch and sent to the branch Treasurer.

There is no requirement that the Executive Committee distribute all the allocated funds. They may make awards for less than the requested amounts.

Any branch receiving an award is required to submit a final report that includes:

 1. Summary of how the funds were used

 2. Evaluation of progress toward the long term goal

 3. Any specific benefits that the project brought to the branch or AAUW NC

 4. Links to web articles about the project or other external documentation

This report should be submitted within two weeks of the completion of the project, and any branch that has not submitted a report by the deadline specified in their application, will be asked to return the funds.