

# Grant Planning Checklist 2016 – 2017

women's fund

for the fox valley region, inc.

4455 W. Lawrence Street  
Appleton, WI 54914

**Applicants are welcome and encouraged to call the Women's Fund Executive Director before completing an application. Good planning is the start of a successful application. Please use this checklist when planning your project or program.**

## **What is the problem and should you solve it?**

- What is the community need/problem you would like to address?
- Does addressing this need/problem align with your organization's mission?
- What capacity does your organization have to address this need/problem? Will you need to add capacity to be successful?

**If addressing the need/problem falls outside your mission, or if you lack the capacity needed to address the need/problem, consider which other organizations (other nonprofits, public and private sectors) you might partner with in order to move ahead.**

## **How will you solve the problem?**

- What outcomes do you wish to achieve in addressing the need/problem?
- What exactly will you do to address the community need/problem? Why are you picking this approach over others? How will what you do achieve the desired outcome?
- What is your timeline for the planning, program development, implementation and evaluation to implement this approach?
- What resources will you need to move forward? (This includes financial resources, but may include other things as well.)
- How will you secure the resources you need?
- Will your program create social change?

## **Is it appropriate for the Women's Fund to provide resources?**

Does the community need/problem you wish to address and your proposed project/program fit with one or more of the Women's Fund priorities? Is your approach female focused?

- Is your approach female focused?
- Does your program benefit women and girls in Calumet, Outagamie, Shawano, Waupaca or northern Winnebago Counties?
- Will your program improve the long-term economic security of young adult women age 18-29?
- Will your program improve mental health and/or mental health services for females of any age?

**If your program does not improve the long-term economic security of young adult women age 18-29, or improve mental health and/or mental health services for females of any age, your program is not eligible for a grant in 2016-2017.**