**Grant Policies and Procedures**

**Introduction**

The GW Achievement Foundation receives funds from the Learning by Giving/Sunshine Lady Foundation. The GW Achievement Foundation invests in providing accessible educational opportunities for at-risk youth. These grant policies and procedures aim to outline specific guidelines and limitations that must be adhered to.

**Applicable Rules**

* Grant awards shall provide a benefit that is public in nature and serves at-risk youth in the DC Metro Area.
* Grant awards will not be made for non-public purposes or where services are provided for personal gain.
* Grant awards will only be given to registered nonprofits organizations, not to an individual.
* Grant awards will not be made if the funds will be used to purchase food or alcohol for events, or support activities that are primarily entertainment.\*
* Grant awards may not be requested retroactively for projects already completed.
* Grant awards will be given to specific programs within an organization.
* Grant awards can be made to new programs, but the project must be ongoing and not utilize the funds for general operating support.
* No applicant shall receive more than one grant in a given fiscal year.

\*Grant awards will fund food that is provided during after school programs for at-risk youth.

Examples of allowable grant purposes include, but are not limited to, the following:

* A grant to an after school program that fosters positive youth development.
* A grant that provides mentorship opportunities to at-risk youth (grades Pre K-12).

Examples of unallowable grant purposes include, but are not limited to, the following:

* A grant that funds a one-time event.
* A grant that is used to support fundraising activities.

**Procedures for Dispensing Grant Funds**

The GW Achievement Foundation will pay grant project funds by the end of May.

**Criteria for Judging Grant Applications**

Grant applications will be judged by the following criteria:

* Does the grant project benefit at-risk youth in the Washington, DC Metropolitan Area?
* Does the applicant provide clear goals for the grant project?
* Does the applicant provide ways of measuring the outcome or benefits of the grant project?
* Does the applicant provide a clear budget for the grant project?
* Does the applicant demonstrate need for grant funds from the foundation?

**Procedures for Grant Applications**

1. **Amount of Funds Available**: The GW Achievement Foundation has allocated $10,000 in grant funding. The minimum request for funding is $2,000.
2. **Request for Proposals:** The foundation will release public notice of available grant funding and a request for grant applications.
3. **Timing of Grant Applications:** All grant applications must be submitted to the foundation by Friday, April 3 at 5 PM. Applications will be read and grantees will be notified within six weeks of the application deadline.
4. **Information Required for Grant Applicants:**

* A written grants application to the foundation describing the proposed project.
* A statement of the grant project goals that includes a description of what the organization hopes to accomplish.
* A statement of the grant project objective(s) with verifiable steps toward accomplishing the objective(s).
* An itemized project budget – including other sources of funding, where applicable, and a description of which items will be funded by the Foundation’s grant.
* Full information about the applicant – including organization name, address, contact information, annual organizational budget, and any IRS status documentation.

*Applicants should be aware that non-responsive applications or applications with missing information or documentation may not be considered.*

1. **Grantee Report**

After initial funding is complete, grantees must report back to the foundation after one year from receiving the grant.