

Writing an **Individual** Grant Application for the Altrusa International Foundation, Inc.

Is your Club considering applying for a grant from the Altrusa International Foundation Inc. to aid an individual to improve her/his quality of life? Do you need a little help in making sure the individual meets the eligibility requirements for a Foundation grant? Having trouble getting started writing your grant application? If the answer to any of these questions is “yes,” please read on for some tips that might help you.

Individual Grant Guidelines

Make sure your request is one that meets the eligibility requirements. The guidelines state that Altrusa Clubs may submit a grant request for an individual to improve the quality of her/his life through continued education either in the field of literacy or in vocational/ technical training. Individual Foundation grants might also fund a student from a developing country who needs financial assistance in completing her/his studies. An individual may not have received a previous grant from the Altrusa International Foundation.

Individual Grant Meets Eligibility Criteria

Make sure your request meets the eligibility criteria for an International Foundation Individual Grant:

1. A person is eligible for an individual grant in order to obtain:
 - A. Training or retraining that will qualify the applicant for employment, **or**
 - B. Upgrade training that will enable the applicant to move to a higher level of skill in the job market, **or**
 - C. Purchase of equipment required for self-employment, **or**
 - D. Personal rehabilitation to improve appearance (employment-related only), **or**
 - E. Higher education to start a career

2. Students from developing countries must meet all of the following to be eligible:
 - A. Be enrolled as a full-time student in an accredited school in a country other than her/his own where an Altrusa Club is located at the time of application, **and**
 - B. Have satisfactorily completed at least one half of the program of study in the institution from which the individual is applying, **and**
 - C. Be in need of supplementary funds for direct educational expenses (Altrusa funds may **not** be used for travel, except as required by the university specifically for the academic program), **and**
 - D. Have definite plans to return to home country within three months and enter employment there within one year of completion of studies.

Individual Grant Meets Evaluation Criteria

Make sure that all areas in the “Individual Evaluation Criteria” are covered in your proposal. The reviewers look specifically for each area that is described in the instructions to make sure the Club has included that information. For example, the proposal needs to state how did Club members learn about the Individual’s need and how or why the Club decided to support this individual? A grant application should not be overly lengthy, but each of the seven items listed on the checklist need to be explored in the proposal. An abstract of the proposal should be included on the first page of the application; then attach to your application all of the required information. Ask a non-Club member to review your application to make sure it conforms to Foundation grant guidelines and criteria.

Individual Grant Evaluation Criteria

Checklist for **INDIVIDUAL** Grant Application. All items **MUST** be included in request.

1. Individual profile - resume (5 points)
2. Clearly define how the grant will assist individual to meet career goals (20 points)
3. Clearly define the relationship of individual applicant to Altrusa Club (20 points)
 - A. Current relationship (10)
 - B. Individual's plan for providing feedback to Club during year (10)
4. Clearly define the designated budget (30 points)
 - A. Use of Altrusa funding (10)
 - B. Source of other necessary funds (10)
 - C. How other funds will be raised (10)
5. Clearly define the plan for feedback to the Foundation and the local Club through the Follow-up report submitted six months after the grant is awarded (10 points)
 - A. Financial Report (5)
 - B. Grant's anticipated impact on individual's career goals (5)
6. Clearly define the planned local publicity (10 points)
7. Application request is typed (5 points)

General

Make sure your application reaches the Altrusa International Foundation, Inc. office by the specified due date. Applications for those grants awarded in November must be received no later than **September 15th**. For the grants awarded in May, applications must be received no later than **March 15th**. **An Individual may only receive a grant from the Foundation once in their lifetime.**

The maximum Altrusa International Foundation maximum grant amount is \$2,000. The number of grants funded and the amount of each individual grant is dependent upon the available funding and the number and quality of applications. The Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications. The grant recipient is obligated to use the money for the intended purpose and must file a report six (6) months after the Grant is awarded. If the Grant is not used for its intended purpose, the recipient must return the grant money in full to the Foundation. If the money is returned as requested, the sponsoring Club is eligible to submit another proposal at a future date on the individual recipient's behalf. A Grant Follow-up form is included with the award letter when the grant money is forwarded to the Club. Grant Follow-up forms are also available on the website or from the Altrusa International Foundation Office in Chicago.

If your proposal is not awarded funds from the Foundation, you may re-apply for the next grant cycle. If your Club wishes to re-submit an individual grant proposal, review the eligibility and evaluation criteria from the Foundation carefully and, perhaps, include additional information to clarify the proposal.

Grant Application Schedule

Grant applications are accepted twice during the Altrusa International Foundation fiscal year and processed according to the following schedule.

Grant Application Due Date to the Altrusa International Foundation Office	Funding Decision	Grants Awarded
September 15 th	October 31 st	November 30 th
March 15 th	April 30 th	May 15 th

Mail Grant Application to:

Altrusa International Foundation, Inc.
332 South Michigan Avenue, Suite 1123
Chicago, Illinois 60604 U.S.A.
Telephone: 312-427-4410; Fax: 312-427-8521
E-mail: Foundation@altrusa.com