

## NORWICH WOMEN'S CLUB

### Community Grants Selection Criteria

Each year, the NWC invites community organizations to submit grant requests for specific projects to benefit the Norwich community. Projects must fall outside the normal operations budget of the organization. The project must speak to the mission of the NWC, which is *“to enhance the cultural, educational, civic, or charitable aspects of life for Norwich residents.”* While the organization requesting funds does not need to be located in the Town of Norwich, at least a solid portion of its services must benefit Norwich residents.

#### Requirements:

- You represent an organization or community group that serves the community of Norwich.
- The organization is a registered 501(3)(c) nonprofit, or operates under the auspices of such an organization or town government.
- The project is one that is undertaken outside of the annual operating budget, and therefore would not be accomplished without grants or donations to that project.

The amount of grant funds available may vary from year to year, as they are based on the annual funds raised. Grants are generally in the \$200 - \$2,000 range. The Committee may approve grants higher than this if the projects support specific goals of the NWC.

Grants are based on a reimbursement system, and an itemized budget must accompany all proposals. After a grant is approved, and the organization is notified, the project may proceed. The grant funds will be paid out once receipts are submitted. Receipts must be dated between **June 1st and March 31st of the current fiscal year**. Receipts may be emailed or mailed to the NWC Treasurer along with a cover letter requesting the granted funds and a W9 form.

The committee considers the numbers of people benefited by each project request, and the variety of population groups served. An effort is made to balance the awards, so that, for instance, educational benefits roughly approximate environmental ones. Past awards do not ensure another; we take a fresh look each year at each organization's request. The committee maintains the right to make partial awards, often based on trying to spread monies among several constituencies. It is helpful, but not required, that the organization has made efforts to fund its project through additional means other than the NWC. Projects or programs that become annually recurring ones should migrate to annual operating budgets as ongoing funding through these grants is limited.

Individuals are not eligible for grants, unless they are being sponsored by a nonprofit organization that acts as their fiscal agent, as identified in the grant request.

Any deviation from original plans should be discussed with a NWC Community Grants selection member before assuming the grant will cover a different project than the one applied for.

**Off-Cycle Grants:** Projects that fall outside of the regular funding cycle may be considered if they meet the above criteria AND they are of an urgent nature. These grants are considered by the NWC Board at its monthly meeting. Decisions will follow that cycle.

Organizations that receive grant funding are encouraged to acknowledge the Norwich Women's Club in its outreach materials. We also appreciate any photos taken of your accomplishments and events so that we can highlight your work in our own newsletters and website.

If you have questions, please don't hesitate to contact us:

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**Norwich Womens Club**

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