



## **Donation & Grant Application Guidelines**

### ***The purposes of the Guam Women's Club, Inc. as stated in Section 3.1 of the Amended Articles of Incorporation:***

To investigate, discuss and seek improvement of conditions within the territory of Guam, which affect the general welfare, education, and health of the population;

To engage in research on local, Pacific-Asiatic and World problems;

To lend support to other civic and service organizations in their efforts to better local conditions;

To extend the public benefit phases of the program of the corporation to as many persons as possible;

To engage in fund raising activities for the purpose of securing funds to be used for public benefit programs;

### **Applicant Guidelines:**

1. Funds awarded to an applicant organization must be in line with the stated purposes of the Guam Women's Club.
2. Applicant must be a nonprofit organization in good standing with the Dept. of Revenue and Taxation.
3. Applicant must inform the GWC of the purpose for requested funds in writing by completing the Guam Women's Club Grant Application. Grant funds can be used for any purpose in helping the applicant to carry out its goal as long as it is in line with these guidelines.
4. Special consideration is given to requests that will use GWC funds to leverage other funding or to meet a match from another funding source.
5. In times of disaster or calamity, the Guam Women's Club may waive these guidelines and the application in order to provide needed service/facility to the Guam community.
6. A written financial report must be submitted to the Guam Women's Club for organizations that receive over five thousand dollars from the Guam Women's Club.
7. Organizations that receive financial donations from the GWC must acknowledge the Guam Women's Club in any publicity of the program/activity/service for which the funds are used.

### **Cover Letter**

A cover Letter is required. It should be typed on your organization's letterhead, be no more than 2 pages, and include the following information:

- Your organization's mission/description
- Detailed project/program description for which you are seeking funding
- Goals of the project/program
- A specific dollar request
- Specific outcome to be realized with GWC's donation, if approved



## *Guam Women's Club*

### **Grant Application**

Please submit the completed grant application by hard copy along with your cover letter and supporting information to: **Guam Women's Club, P.O. Box 454, Hagatna, GU 96932**

Date: \_\_\_\_\_

### **Organization Information**

Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Village: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Web Site: \_\_\_\_\_ Tax ID Number: \_\_\_\_\_

Date your organization was established with Guam Dept of Revenue & Taxation: \_\_\_\_\_  
(Attach copy of most recent Annual Report submitted.)

### **Executive Information**

Name /Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

Village: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**Financial Information**

Organization's Annual Budget (current fiscal year): \$ \_\_\_\_\_

Organization's Annual Budget (past fiscal year): \$ \_\_\_\_\_

Annual budget for the Program/Project/Event for which you are seeking funding: \$ \_\_\_\_\_

Are you seeking funds for a new program/project/event? \_\_\_\_\_ If no, list the top three (3) sources and amounts of funding (within the past year) to support the program/project/event for which you are seeking funding:

Donor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Donor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Donor: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

**Guam Women's Club Funding History**

Have you received funding from the Guam Women's Club in the past? \_\_\_\_\_ If yes, list the dates, amounts and purpose of grants received:

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Amount: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

All funds granted by the Guam Women's Club can only be used for the program, project, or event indicated in the above application. Substantiating documents may be requested if awarded this grant.

\_\_\_\_\_  
Name/Title & Signature of Organization Executive

\_\_\_\_\_  
Date

**Contact Information:**

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email