



Field Department Resource

## Grants to Emerging Chapters

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### Introduction

The GLSEN National Board of Directors has approved a budget with a limited amount of funds designated as "chapter grants." These funds exist to support **small, emerging chapters** in their efforts to develop strong, effective and sustaining chapters.

### Funds Availability

There are no application deadlines; however, as the fiscal year comes to a close (June 30) the funds allocated for grants may be depleted. When the chapter grants fund is depleted, GLSEN will not be able to issue further grants. GLSEN's regional organizers, however, can help your chapter develop and implement a fundraising plan. **Grants will typically range from \$100-\$300.**

### Priorities and Purpose

As a national organization, GLSEN is committed to grassroots organizing. In order for GLSEN to be successful it must have a strong network of chapters working at the local level to make schools safe and affirming for all students. Thus, priority for chapter grants will be given to those chapters that are **less than two years old, have less than 50 members in their region, and are in communities where GLSEN's work is particularly needed.** A secondary purpose of the GLSEN grant process is to help chapters get acquainted with the grant-writing process so that they can diversify their funding base in the future, and allow the chapters to think about medium- and long-term planning.

### Proposal Outline

Please answer the following questions in the order listed and title each section.

#### 1. Cover Sheet (attached)

#### 2. Project request

*This section should include the following:*

- a. Explanation of how the project fits into GLSEN's overall mission
- b. Description of the project's goals and objectives
- c. Description of activities planned
- d. Description of interaction with other organizations (if relevant)

#### 3. Evaluation

*Please discuss:*

- a. Expected results of the project
- b. How you would define the project's success
- c. Anticipated consequences of eliminating or not undertaking the project

#### 4. Attachments

- a. Leadership roster (board/steering committee). Please include: name, address, phone/fax, email of each board/steering committee member
- b. Current chapter budget (all sources of revenue and all expenses for the chapter)
- c. Project budget (all sources of revenue and all expenses for the project)
- d. List of funding sources pursued (individuals, foundations, fundraisers, speaking engagements, sale of publications, direct mail, events, etc.)

### Chapter Grant Proposal Cover Sheet

Attach to the front of the proposal and mail or fax to your regional organizer.

Chapter: \_\_\_\_\_

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

EIN (Employer Identification Number): \_\_\_\_\_

*Note: Chapters must have an EIN (the group's social security number) before receiving a grant. To receive your EIN, call the IRS (1-800-TAXFORMS) for the form SS-4, complete the form and return it to the IRS. You can also call the IRS and receive this number over the phone (the number will be on the back of the form).*

Project Name: \_\_\_\_\_

Chapter Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Co-chair: \_\_\_\_\_

Phone: \_\_\_\_\_

Co-chair: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Grant Amount Requested: \_\_\_\_\_

Specific Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chapter Annual Budget: \_\_\_\_\_

Project Budget: \_\_\_\_\_

Date Chapter was founded: \_\_\_\_\_

**This resource is provided to GLSEN chapters free of charge by the GLSEN Field Department**

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