

AAUW-IL Start Smart/Work Smart

Grant Application

To be completed by AAUW branch and returned to Carolyn Schjelderup (cs_schj@yahoo.com), Reserve Fund Committee Chair. Please feel free to use an additional page to answer these questions and attach documentation, but please be specific and concise. Requests with over 6 addendum pages will not be considered. This application can be submitted at any time throughout the year. The committee will evaluate your application and submit their recommendation to the board within 30 days of receipt (excluding holidays).

Please note that the decision of the AAUW-IL Board of Directors is final.

Date: _____ Name of Branch: _____

Branch President (name and contact information): _____

Mailing Address: _____

Phone: _____ e-mail: _____

1. Please select which type of workshop you will have. (Circle one)

Start Smart

Work Smart

2. Name of College/University and/or other organization with whom you plan to partner:

3. Estimated number of participants served by this project:

4. Amount of funds requested:

5. List members of the planning committee. Include position in the branch or within any partner organizations.

6. List the date, time, and location for the workshop as currently known or anticipated.

Date: _____ Time: _____ Location: _____

7. How will you promote the workshop?

8. How will AAUW-IL receive acknowledgement of their support? (program, signage, etc.)

9. How will your group evaluate your workshop? What would you consider a success?

10. Attach a basic and simple budget showing sources and amounts of funding plus a list of anticipated expenses.

11. Send a **follow-up report** to the Chair of the Reserve Fund Committee within one month after the completion of the workshop, including the results of your evaluation.

Thank you for your application.