AAUW Gender Equity Fund of Illinois

(GEF) Application Form

To be completed by AAUW branch or authorized representative of AAUW-IL. This application can be submitted at any time throughout the year. The GEF Board will evaluate your application and make their decision within 30 days of receipt (excluding holidays). All projects accepted by the Gender Equity Fund must have a budget of at least $1000.

Branches may apply for one project per year. Please note that the decision of the GEF Board of Directors is final.

Project/Scholarship Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Group or Branch applying: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(cannot be a current member of the AAUW GEF of Illinois Board of Directors)

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

Director Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Treasurer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Start and End date of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total budget for project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Statement of Agreement**

The applicant agrees to abide by all policies and procedures of the AAUW Gender Equity Fund of Illinois if the approval to use the GEF as its 501(c)3 agent is granted.

Project/Scholarship Director’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project/Scholarship Treasurer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Application Narrative**

Address the following areas in no more than 2 typewritten pages, 12 pt. type. Label sections clearly.

**Overview**

* Describe your project, including goals and historical background.
* List the expected outcomes and how they will be measured.
* Who will the project serve?
* How does this project reflect AAUW’s Mission?
* How will AAUW members be involved?
* How will you collaborate with other community organizations/agencies (list partners and define their roles, e.g. member of planning committee or scholarship selection committee)?
* If the project is a Scholarship, please include:
  + Applicant selection procedures and criteria used to award the scholarship.
  + How does the branch do long-term follow-up with recipients?

**Administration**

* Specify the timeline for the project, including start and completion dates and other key target dates during the project.
* How will AAUW Gender Equity Fund of Illinois, Inc (GEF) receive acknowledgement of their support? (program, signage, etc.)
* Any other relevant administrative information.

**Fiscal Management**

* Provide a projected budget with line items listing expected income from all sources and anticipated expenses.
* List the treasurer for the project with all contact information (address, phone, e-mail).

**Approval**

* The approval process takes two to four weeks after receipt of the application.
* To expedite approval, email the completed application to: [aauwilfinance@gmail.com](mailto:aauwilfinance@gmail.com) prior to mailing the signed hard copy to: Ruth Holst, AAUW GEF Treasurer, 645 N. Kingsbury St., Apt. 1709, Chicago, IL 60654.

Revised 12/12/23, 1/30/24, 2-22-24