



SPECIAL PROJECTS FUND APPLICATION FORM

All projects/programs/scholarships accepted by the Special Projects Fund must have a minimum annual budget of \$1000. Once accepted the project/program/scholarship is expected to make an initial deposit of \$1000 within 90 days of project approval to activate their account with AAUW CA SPF.

A one-time SPF administrative fee, established annually by the SPF Board of Directors (currently 5%), will be assessed at the time deposit is made on all deposits for each project/program/scholarship accepted by the Special Projects Fund.

PLEASE READ THOROUGHLY BEFORE COMPLETING THIS FORM.

Print or Type clearly, Use Black or Blue ink and enter your responses in the right hand column.

Questions: Contact SPF at: spf-ca.projects.scholarships@aauw.net

Project/Scholarship/Program Title	
Type of Application	<input type="checkbox"/> Project <input type="checkbox"/> Local Scholarship <input type="checkbox"/> Program
Name of Group applying (inter-Branch Council, Branch(s), State)	
Project Director (Cannot be a current member of the AAUW CA SPF Board of Directors)	
Project Director Contact Information	Address: Phone #(s): E-mail address:
Date of endorsement of application to SPF by program/project/ scholarship group (branch, inter-branch council, state):	
Date of project/program commencement or scholarship payout: Note: applications must be received and approved a minimum of 90 days prior to the scheduled commencement date or the scholarship payout date.	

Approved _____

STATEMENT OF AGREEMENT

The applicant agrees to abide by all policies and procedures of AAUW CA SPF if the approval to use the SPF as its non-profit fiduciary agent is granted.

Project/Program/Scholarship Fund Director’s Signature: _____

Project/Program/Scholarship Fund Treasurer Signature: _____

Date: _____

APPLICATION NARRATIVE

No more than 2 typewritten pages, 12 pt. type. Label sections clearly. Be concise and clear in your responses and address the following areas:

Overview

- Describe the project/program or scholarship, including specific objective and include relevant historical background.
- List the expected outcomes and how they will be measured.
- Who will the project/program/scholarship will serve?
- How will AAUW members be involved in the project/program/scholarship?
- How will you collaborate with other community organizations/agencies (list partners and define their roles, e.g. member of steering committee, scholarship selection committee, co-sponsors, etc.)?

Administration

- Provide the timeline for the project/program/scholarship.
- Any other relevant administrative information.
- Scholarship applicants:
 - Include a copy of the selection procedures and criteria used by the local scholarship committee for awarding the scholarship(s).
 - Give a brief historical background on branch giving for the scholarship program
 - How does the branch do a long-term follow-up with recipients?

Fiscal Management

- Provide a Projected Budget with line items listing expected income from all sources and anticipated expenses, including the SPF administrative fee (currently 5%).
- List the treasurer for the project with all contact information (address, phone numbers, e-mail). Note treasurer must be someone other than the project/program/scholarship director and cannot be serving on the AAUW CA SPF Board of Directors.

Approval

- The approval process takes a minimum of two weeks after receipt of the application.
- To expedite approval, email the completed application to: spf-ca.projects.scholarships@aauw.net **prior to mailing the signed hard copy to:** AAUW California Special Projects Fund, P.O. Box 160067, Sacramento, CA 95816-0067.