

# District 3 Membership Grant Program

### General Purpose

District 3 established the District 3 Membership Grant Program to provide individual clubs financial support and resources which focuses on assisting clubs to increase membership and to promote and enhance the services provided to members for retention.

The District 3 Membership Grant Program is available for the following projects:

1. Increase Membership – Recruit new members or re-affiliate past members. This includes ZINGS, special get togethers, and even promotion/publicity to raise community awareness of Zonta toward membership
2. Retention of Current members, including club development of social media (websites, Facebook), leadership training

**Who Can Apply?** The District 3 Membership Grant Program is open to all clubs, but preference will be given to clubs with fewer than 25 members.

### Application Process

The club will provide a summary of the need for membership growth or retention. For Membership, the club will describe the membership situation, and why adding membership has been difficult. The club will explain why growth has been difficult. For Retention, the club will note areas of decline and reasons, if known, for the decline.

For either the Membership Project or the Retention Project chosen, the club will provide detailed action steps with a timeline of these action steps for the project for which the club is requesting a grant. A club will include targeted outcomes (goals) related to club membership or retention as a part of the application. A budget for the activities is required along with the application.

### Award

As total resources are limited to $1,000, each grant award will provide a maximum of $500. Note: Grants WILL NOT be approved for projects that have already been completed.

### Timeline

The awarded club should be prepared to begin the program/project once notified on October 1, 2019 and conclude no later than May 31, 2020

June 1, 2019 Open application process begins

August 15, 2019 Full application must be submitted by midnight

Fall District Event 2019 Clubs notified of grant status/ awards

May 31, 2020 Club Completion Report Due



# District 3 Membership Grant Application

|  |  |  |
| --- | --- | --- |
| Club Name &  Address | |  |
| Your Name | |  |
| Title (if applicable) | |  |
| Email Address | |  |
| Telephone Number | |  |
| Number of Club Members | |  |
| Project Need | | Summarize your club’s need for membership growth or retention, based on one of the two projects above and the Application Process listed above. For increase of membership, the club will describe the membership situation, and why adding membership has been difficult. For retention the club will note areas of decline and reasons, if known, for the decline. |
| Project Description | | Provide detailed action steps on your chosen project. Include action steps targeted outcomes (goals). |
| Timeline |  | |
| Amount Requested  *(Up to $500)* |  | |
| Project Budget Outline |  | |

Applications may be emailed to

Lt. Governor, Patricia Latona

palatona27@gmail.com

or mailed to:

District 3 Lt. Governor, Patricia Latona

182 E. 95th Street

Apt. 23B

New York, NY10128



## Membership Grants

## Program Q & A

1. **How do you rank each proposal?**

Each proposal is read in numbered order by every reviewer using a scoring rubric of 1 - 25 on each of the proposed areas of Project Need, Project Description, Timeline, and Project Budget, where the highest number is the goal. After the review process, reviewers meet to discuss scores and comments and make final determinations.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **1 -5 Points** | **6-10 Points** | **7-15 Points** | **16-20 Points** | **21-25 Points** | **PT** |
| **Project Need** | Description of criteria goes in each cell for each available point spread for each area | The club has lost 5% of membership over each of the last 3 years. | The club has lost 5% of membership over each of the last 3 years and have they have netted 1 member, | The club has lost 10% of membership over each of the last 3 years and they have netted 1 member, | The club has lost 15% of membership over each of the last 3 years and they have 1 new member. |  |
| **Project Description** | Action steps and/or goals absent | Action steps and goals less defined | Clear action steps with goals | Action steps with goals well articulated | Action steps and goals both well defined and articulated |  |
| **Project Budget** | Numbers explained | Numbers explained and calculated | Numbers explained, calculated, and represent an action on the project | Numbers explained, calculated, and represent an action and goal on the project | Numbers explained, calculated, represent each action and goal on the project |  |
| **Timeline** | Says projected project start | Says project start | Says project start and project finish | Says project start and project finish and lists steps | Includes project timelines and steps to show tasks completion |  |
|  |  |  |  |  | **Total Score** |  |

1. **What are you looking for in a proposal?**

A solid idea for a project that is well planned and articulated with specific steps for achievement of goals. We are looking for evidence that if funded, the project has a high likelihood being accomplished.

1. **What makes a proposal easier to read?**

A well written, organized proposal in the order listed in the application. If you need to write additional pages please provide headings to guide the reviewer. Do not leave out any required components.

Suggestion: identify a mock reviewer to read the application and then read your typed responses to each section of the narrative. Proofread to clean up grammatical errors, typos, content clarifications.

1. **How important is the budget?**

The District seeks to provide funding to projects they think are going to be successfully operated. Therefore, the budget should be realistic. In other words, not too high or too low. If the budget is unrealistic, it will receive a low score on the rubric. Explain what the numbers represent and how they were calculated for your project.

1. **Will the due date for the grant proposal be extended?**

No, the due date will not be extended. All proposals are due by midnight August 15, 2018. No late proposals will be accepted. For this reason you are strongly encouraged to submit in advance of the deadline.

1. **Can applicants be awarded funding for more than one project?**

No. To distribute for club resources among as many clubs as possible, clubs can only submit one proposal with a maximum of requested funds at $500.