



APPLICATION FOR BRANCH PUBLIC POLICY MINI-GRANT FOR 2022-2023 (Instructions)

On March 25, 2022, the Board of Directors of AAUW of Virginia voted to allocate \$2000 for the State Mini-Grant Program for the 2022-2023 program year.

- Branches interested in applying for a public policy mini-grant must complete and submit an application on-line by going to this link: <https://aauw-va.net/mini-grants>. If multiple branches are collaborating on one activity, they only need to submit one application, listing each of the branches involved. **Applications are due no later than September 15, 2022. Decisions on mini-grants will be announced on or about September 30, 2022.**
- Planned activities for mini-grants must address an AAUW National or AAUW of Virginia public policy priority which appear on each of the respective websites: <https://aauw-va.net> and www.aauw.org. In addition, to the extent possible, each should reflect diversity, equity and inclusion in their organization and objectives.
- By using mini-grants to support and advance public policy priorities, branches are able to address a wide variety of issues, including, but not limited to: economic security for women and families, including by closing the gender pay gap, and supporting paid family/medical leave; Title IX, including eliminating campus sexual violence; access to health care; voting rights; human trafficking; diversity, equity and inclusion (DEI); promoting STEM studies/careers; salary negotiation skills (Smart Start/Work Smart); ratification of the ERA.
- **Innovative, creative projects will be given preferential considerations.** Applicants will be asked to indicate what additional financial resources are available for the project from other sources, if any, or if the mini-grant is expected to fund the entire project.
- **Projects will not be automatically renewed for more than two years' duration without compelling justification.**
 - If a request for a mini-grant is submitted for a project that has been ongoing for two or more years, please explain why an exception to the two-year limit should be allowed for your proposal.

- What is the project’s enduring value to your branch and the community, and what alternative sources of funding are available to you, if any?
 - How would the branch plan to sustain the project if you intend to conduct it for more than two years?
- We will review and judge all applications based on the above criteria as well as the following factors:
 - Public policy focus
 - Originality
 - Outcomes anticipated
 - Community outreach including contribution to DEI goals
 - Membership recruitment
 - Collaboration with other organizations
 - Financial need for the funds requested
- Applications must be for activities completed any time from July 1, 2022—June 30, 2023.
 - Mini-grants will be awarded in amounts from \$50-\$500 and proposals may be approved for a mini-grant for less than the amount requested.
 - In the event that a project funded by a mini-grant is canceled, there are two contingency plans:
 - The branch will be permitted to retain the grant if the branch has documentable expenditures associated with the cancelled project/event, or
 - If the branch did not have any expenditures, then AAUW of VA will retain the grant money.
 - Mini-grant recipients will be required to submit a short report at the completion of their activity, along with paid receipts, or invoices if applicable. Instructions will be sent with the mini-grant award letter.
 - Branches awarded mini-grants must submit a Reimbursement Request Form and all receipts by July 15, 2023 to the AAUW-VA VP for Finance.
 - Branches awarded mini-grants will provide a brief report to the Mini-Grant Committee on the results of the project including goals achieved, level of participation, and any other information to document the activity. Pictures, if appropriate, are encouraged.

