



## **APPLICATION FOR BRANCH PUBLIC POLICY MINI-GRANT FOR 2023-2024 (Instructions)**

The Board of Directors of AAUW of Virginia voted to allocate \$1500 for the State Mini-Grant Program for the 2023-2024 program year.

- Branches interested in applying for a public policy mini-grant must complete and submit an application on-line by going to <https://aauw-va.aauw.net/mini-grant/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, 2023. Decisions on mini-grants will be announced mid October, 2023.**
- 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](http://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 renewed for more than two years' duration.**

- 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, 2023—June 30, 2024.
  
- 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 June 30, 2024 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.