

Virginia Business and Professional Women's Foundation



Local Organization/Regional Forums & Special Programs Matching Funds Application

Virginia BPW Foundation is interested in providing matching funds for forums or special programs that further the goals of the Foundation, which include:

- To further the improvement or development of the capabilities of individual business and professional women
- To conduct and/or support surveys and other research projects into current state and local problems of importance to the community and to business and professional women
- To sponsor meetings and conferences of those interested in the study of the role of women in business and the professions.

This is an application for matching funds for a local BPW/VA organization or a BPW/VA region that plans to conduct a forum or special program that addresses one of the above goals.

Examples of such forums or special programs include legislative or candidate forums, seminars, individual development programs, BPW/USA developed programs, etc.

The Virginia BPW Foundation is interested in providing matching funds as a means of encouraging local BPW/VA organizations and regional BPW/VA organizations to conduct such programs. The purpose of this application is to determine if a bona fide proposal has been developed; a brief response to each question is all that is needed. In most instances the application form provides enough space for an adequate response, but use additional pages if necessary. If approved, the Virginia BPW Foundation will provide a matching grant of up to \$250. Be sure to specify the amount of money you are requesting.

Organization Name: _____

Contact Person: Name: _____

Address: _____

Phone: Work: _____

Home: _____

E-mail: _____

1. Describe the type of project that is being planned. Identify any other organizations that are participating and the division of responsibilities, if applicable.

2. List the goals for the forum or program.

3. Identify by name the BPW members who will make up the steering committee.

4. Discuss the timeline for the forum or program. Include target dates (as appropriate) for planning, contacts with the target population, identification and confirmation of participants, printing of materials, date(s) for the forum or program, etc.

5. Describe the target population. How will this target population be identified and/or contacted?

6. Provide a budget (i.e., income and expenses) for the forum or program.

7. Dollar amount of the request: _____ (not to exceed \$250). Describe the plan for matching the Foundation grant. The “match” can be from raising funds or from the local treasury or can be “in kind” contribution of time or materials. Volunteer time will be valued at \$10 per hour for BPW members.

Signature

Date