

## **NORTHWOOD WOMAN'S CLUB PHILANTHROPY GUIDELINES**

1. Information about NWC's philanthropy process is posted on the website at the end of May or early June. Grant requests are accepted annually from June through August 2nd. After the August 2nd deadline, the selection process is closed to other applicants until the following year.
2. NWC works one year in advance. Example: a grant request received in 2009 is eligible for funding in May 2011.
3. **NWC is primarily interested in 501 (C) (3) non-profit agencies that assist women and children of all ages. Agencies should be located in Dallas County and Collin County.**
4. An agency may receive funding only twice in a consecutive four year period. When the second request is granted, the agency must complete a two-year waiting period before applying for an additional grant. NWC's goals are to fund fewer agencies each year and to consider larger financial requests that could have greater benefit on an agency. Please note that the 4 years span for this grant period are as follows: 2006-2007, 2007-2008, 2008-2009, and 2009-2010.
5. The NWC Philanthropy Committee will arrange a brief site visit to each agency under consideration in the fall. We would like to tour the facilities, discuss the request in detail, and meet any staff members that are key to the request.
5. Agencies will be notified by NWC at the close of the year as to whether or not funding has been approved.
6. The application is posted on the NWC website for downloading. Please complete each page and include all forms **before** submission. A complete packet is required for each member **(12)** of the Philanthropy Committee. All materials should be

mailed or delivered to the current Philanthropy Chairman or her designee by the August 2nd deadline.

7. Information you provide will be treated with confidentiality and will be shredded when no longer needed.
8. When NWC selects your agency as a beneficiary, we prefer to have a liaison serving on your Board of Directors during the year of funding. In addition to sharing your information with our members, we want your support and resources behind NWC's major fund raising efforts and special projects.
9. While Northwood Woman's Club has developed long-standing relationships with many local agencies, we welcome new groups with new projects and programs fitting our mission to help women and children in our community.