



## ***Guidelines & Requirements for the Cary Woman's Club (CWC)***

### ***Grants & Community Service Projects Program (G&CSPP)***

**PARTICIPANTS:** Participation in the G&CSPP is open to those serving the Cary, North Carolina, community, and includes individuals, 501(c)3 organizations, government tax-exempt programs or institutions, CWC members, and CWC CSPs.

**FUNDING:** There are 2 types of funding. **Grants** may be applied for in the amount of \$500 to \$1,000 and are awarded once a year at the end of March. **Community Service Projects** are given in an amount of up to \$250 and are awarded 3 times a year: at the end of September, at the end of November and at the end of March.

**PURPOSE:** In support of the CWC mission, the purpose and goal of the request should encompass one or more of the following areas: Arts & Cultural, Environment, Education & Libraries, Health & Wellness or Civic Engagement & Outreach.

**APPLICATION:** The same application is used for a Grant request or a Community Service request. This form may be found and downloaded at [www.carywomansclub.org](http://www.carywomansclub.org) under Community Service – Grants and Community Service Projects Program.

**ADDITIONAL GUIDELINES & REQUIREMENTS FOR GRANTS:** (1.) Applications for a Grant will be accepted during the CWC's calendar year, from September 1<sup>st</sup> to February 1<sup>st</sup>. **Note: Grant Applications must be received or postmarked no later than February 1<sup>st</sup>.** Grant awards will be made at the end of March. (2.) Grant applicants are required to include a copy of the organization's **501 (c) 3 document with Tax ID number.** And (3.) All grant recipients must submit an after-action 1-page report documenting the use of the funds received, to the CWC within 6 months of receiving the grant award.

**ADDITIONAL GUIDELINES & REQUIREMENTS FOR COMMUNITY SERVICE PROJECTS:** Applications for a Community Service Project request will be received and awarded 3 times a year as follows: Applications received or postmarked no later than August 1<sup>st</sup>, will be awarded by the end of September, applications received or postmarked no later than October 1<sup>st</sup>, will be awarded by the end of November, and applications received or postmarked no later than February 1<sup>st</sup>, will be awarded by the end of March.

**Please Note:** Applications are required to be received or post marked to verify requested deadlines have been met. **In addition, we ask that you also email your application and documentation** to Willa Brigham, Chair, at [willastory@aol.com](mailto:willastory@aol.com). If there should be a delay in the committee receiving a correctly postmarked application, an email copy will still enable the committee to consider the request according to schedule.

**Mail** completed application to:

Attn: Grants & CSPP Chair  
Cary Woman's Club  
P.O. Box 918  
Cary, NC 27512

**QUESTIONS:** Please contact Willa Brigham 919-608-2444