



## ***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, NC Community and includes 501(c)3 organizations, government tax-exempt programs or institutions, CWC members and CWC CSP's.

**FUNDING:** There are 2 types of funding. **Grants** may be applied for in the amount of \$500 to \$1,000 and are awarded twice a year: at the end of November and the end of March. **Community Service Projects** are given in an amount of up to \$250 and are awarded 2 times a year: 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 1st- February 1st. Grant requests will be reviewed, awarded or funded once in the Fall and once in the Spring. Grant request deadlines are October 1st and February 1st and postmarked no later than those designated dates. Grant awards will be made at the end of November and 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.**
- 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:**

Community Service Project requests will be received and awarded 2 times a year as follows: Applications must be received or postmarked no later than October 1st and will be awarded by the end of November and applications received or postmarked no later than February 1st 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 Priscilla Keating at [grants@carywomansclub.org](mailto:grants@carywomansclub.org). 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 Priscilla Keating  
[grants@carywomansclub.org](mailto:grants@carywomansclub.org)