



A Donor-Advised Fund of the Ms. Foundation for Women

ASIAN WOMEN GIVING CIRCLE

Request for Proposals 2011:
Women, Arts, and Activism

Our Vision

Recognizing that few philanthropic dollars go to Asian American communities, and far fewer are directed by and to women, the Asian Women Giving Circle seeks to change the tide. Currently, less than 1% of all philanthropic dollars in the U.S. goes to the Asian American community. It is our intention to direct new resources, focus and support to Asian American women-led programs in New York City.

Who We Are

The Asian Women Giving Circle (AWGC) is a group of Asian American women pooling our resources to invest in Asian women-led, social change projects in New York City. Our current grant making focus is Asian American women who are using the tools of art to further their social equity goals. The Asian Women Giving Circle is a donor advised fund of the Ms. Foundation for Women. For a description of our past Grantees, list of Giving Circle members and contact information, please go to our website: www.asianwomengivingcircle.org

What We Fund: Women, Arts, and Activism

AWGC's priority will be to fund Asian American women-led projects that use the tools of culture, the arts and education to raise awareness and catalyze action around critical issues that impact Asian American communities. Our grants seek to build community and create social justice through programs and projects that combine the arts with activism, and which highlight and promote women's central role in their leadership, creation, development and management. We seek to fund projects that identify and address injustice within established social systems, institutions or the broader community, and that inspire and encourage members of the community to become active social change agents. AWGC's Women, Arts and Activism grants will focus on works and projects that advance gender equity in our cultural, artistic, intellectual and political spheres, and that provide a forum for broader discussions of the urgent social justice issues of our day. Examples of community-based programs or projects highlighting traditionally marginalized and disenfranchised Asian American communities are those that work with recent immigrants, LGBTQ, the elderly, youth, etc. We anticipate that 4-6 grants will be awarded during this cycle, contingent on available funding.

Grant Range: The maximum grant amount will be \$15,000.

What We Do Not Fund

Capital campaigns, equipment purchases, endowments, financial crises or shortfalls, purely personal works with little or no social justice impact, documentation that is primarily of cultural events, personalities or performances which do not provide a progressive analysis or a social justice focus, public television or radio station production, artist's office, studio or home, student productions or projects associated with a degree program and academic credit, or projects that receive direct financial support from an educational institution.

PLEASE NOTE: Applicants must work within the five boroughs of New York City and have a not-for-profit 501c(3) status or have a fiscal sponsor with such status.



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Important Dates

- **Grant Applications Deadline is 5PM (EST), Wednesday, February 23, 2011**
- Notification of Grant Awards mid April 2011
- Celebration of Awardees and Giving Circle May 2011
- All grantees will be required to submit a mid- and end-of-year report.

Work Samples

Work samples are optional but we encourage you to submit a sample as part of your application.

The work sample should be a recent representation of the proposed activities and should be presented in the format that best reveals your perspective. Samples will NOT be returned. Please mark your sample with the name of your organization/project. Acceptable work samples are:

- Hard copies of photos or scanned images (maximum of 5)
- CD or DVD (maximum of 3 minutes in length)
- Printed books or printed sample

Work samples should be mailed to the below address and received by the February 23, 2011 deadline.

Asian Women Giving Circle
218 E. 18th Street, 4th Floor
New York, NY 10003

Proposal Components

Please note that the proposal components must be combined into (1) PDF document and responses to questions must adhere to the maximum allowable number of characters noted. The character limit count includes spaces. It is recommended to use MS Word count (under tools) to ensure responses do not exceed the character limit.

Narrative (REQUIRED):

1. Organization Mission Statement (350 characters)
2. Briefly describe your project/program (500 characters)
3. Please provide a detailed description of the proposed project/program, including how the funds will be utilized; it's history, goals and objectives; and activities. (2,000 characters)
4. Explain how your activities will help promote positive social change and affect the lives of Asian American women and families in New York City. (1000 characters)
5. How does your project/program advance gender equity? (750 characters)
6. How does your project/program advance racial, economic and social justice? (750 characters)
7. Who is leading your project/program? Please describe the qualifications of the project leaders. (750 characters)
8. Who is your intended audience? Describe the community you want to reach. If available, please provide a best estimation of numbers of people served. (1000 characters)
9. Please share a brief timeline for the proposed project/program (500 characters)



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10. If you are sending a work sample, briefly describe it and how it relates to the proposed activities. (500 characters)

Renewal Request (FOR PREVIOUS GRANTEES ONLY):

- Why are you applying for renewal funding? (1000 characters)
- Is the current application for continuation of last year's project/program or for a new project? (500 characters)
- Have you secured funding from other sources for the project/program previously funded by AWGC? If yes, please explain. (500 characters)

Organizational Budget (REQUIRED): Please create the budgets in Word or Excel using the following format and incorporate into the proposal PDF document. *Please note the total budget amount must equal the amount listed in the on-line application form you completed.*

- a. Aligned side by side on the same page, your operating expense budgets for the current and most recent fiscal year. Please be sure to note the beginning and end of your fiscal year.
- b. Aligned side by side on the same page, a list of foundation and corporate supporters for the proposed project/program and all other sources of income, with amounts, for your current and most recent fiscal year.
- c. Please list the foundations, corporations and other sources that you are soliciting for funding for the proposed project/program with amounts and, to the best of your knowledge, the status of your proposal with each.

Project Budget: Please use the provided budget template and incorporate into the proposal PDF document. *Please note the total budget amount must equal the amount listed in the on-line application form you completed.*

List of Current and Pending Funding Sources for the Proposed Project (REQUIRED)

NOTE: Please provide the dates that each document covers. If requesting general support only an organization budget is needed; if project support, please include BOTH.

Tax Verification

501(c)3 or 501(c)4: Please provide a copy of your organization's IRS determination letter. If tax status is pending, you must attach a copy of your fiscal sponsor's most recent IRS determination letter along with a signed memorandum of understanding.

Format for Proposals

Narrative must follow the following format:

- 12 point font size
- 1" Margins on all sides
- Typed and single-spaced in Times New Roman font
- Saved in PDF format



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NOTE: Your proposal must be saved in PDF format and then uploaded through the online application procedure described below.

Online Application Procedure

- Proposal must be submitted through the Ms. Foundation's online application process. Please use the following link to access the application form: [Asian Women Giving Circle Online Application Form \[http://goo.gl/Nvjf8\]](http://goo.gl/Nvjf8). You can also access the application form by visiting the Ms. Foundation for Women website: ms.foundation.org/grants/rfps.
- When you access the application form, you will be prompted to create a username and password. This will allow you to save your work and access your application in the future. Please retain your username and password. The Ms. Foundation does not have access to your account log-in information.
- Once an application has been saved or submitted, you can log back into the system using the following link: [Ms Foundation Account Log In \[http://goo.gl/LOEnj\]](http://goo.gl/LOEnj). In order to view your account page, your internet browser must be able to view cookies.
- The online application will ask you a brief set of questions before prompting you to upload your proposal saved in PDF format.

NOTE: There is a 3MB size limit for files uploaded to your application. If you do not already have PDF conversion capabilities, you can create a PDF within the size limit by using *PrimoPDF* software (to download for free, visit www.primoPDF.com). Please note that scanning a printed document to create a PDF will likely produce a document too large for uploading.

- Proposal must be submitted through the online system by **Wednesday, February 23, 2011 at 5pm (Eastern Standard Time)**.
- Please familiarize yourself with this online application before the deadline. For technical difficulties, please send an email to grants@ms.foundation.org. Due to limited staff capacity, we regret that we cannot respond to phone calls.

NOTE: The system will shut down at 5pm Eastern Standard Time. After that time, applications can no longer be accepted. Please do not wait until the deadline to submit your application. We cannot make exceptions for late applications, even if the delay was due to computer issues or other unforeseen complications. Please note that incomplete applications, applications sent via email or regular mail, or applications that do not adhere to the specified requirements will not be reviewed.

Contact Information for RFP

Please send question regarding the RFP by email to Angie@asianwomensgivingcircle.org.

NOTE: You will receive a confirmation email (to the email noted on your application), once it has been received. *You must receive this confirmation email in order for it to be considered accepted.*