

MICHIGAN CITY COMMISSION FOR WOMEN
REQUEST FOR DONATION GUIDELINES

Approved February 15, 2018

The mission of the Women's Commission is to ensure that women and men have equal opportunity to function fully and optimally as citizens of the city, as equal participants in the economy, in politics and government, in education, in social development, in the system of justice and in all other facets of life.

The Michigan City Commission for Women accepts project proposals from organizations that primarily serve women, youth and families. The Commission can use its fund to pay for the following purposes: a.) materials, b.) supplies, e.) education to the public, including promotional, educational, training supplies and for community events. Applications are limited to \$500 each. The Commission may, at its discretion, choose to fund special projects at a higher limit.

PROCESS

ALL DONATION REQUESTS MUST BE MADE IN WRITING AT LEAST 30 DAYS PRIOR TO YOUR EVENT. To receive advance notice of the Commission's decision, proposals must be received at least two months prior to the Commission meetings. Notification of your request will be sent in writing to you as soon as the Commission has reached a final decision.

Proposals will be reviewed by the Executive Committee and their decision will be forwarded to the Commission for its final decision.

Requests must be sent in writing to:

Michigan City Commission for Women Attn: Commission President
100 E. Michigan Blvd. Michigan City, IN 46360

All requests must include the following:

- Name of your organization and its mission statement;
- Contact person's name, address, phone and email address information;
- Are you a 501©(3) organization, if not, please list your type of organization;
- A brief description of the project and how many people do you anticipate to serve;
- Time frame of the project;
- Budget for the project which shows all anticipated sources of funds.
- If you are funded by the Commission, please submit a final budget that shows how our funds were spent, and an evaluation and report on your program.