



Swedish Women's Educational Association International
Chicago

GRANT APPLICATION and INSTRUCTIONS

Applications will be accepted annually between September 1 and October 31. All applications are to be received by SWEA's current President no later than October 31. Notification of award decisions will be made to applicants after the annual meeting at the beginning of the year.

Please submit an original and one copy of all material. All grant applications will be evaluated by the SWEA Grants Committee and presented to the Board of Directors. **Funding is dependent on the economic situation of SWEA Chicago.**

Please address the following topics in a narrative

- History of the organization or project
- Description of project
- Project budget, including income, expenses and plans for fundraising
- Planned schedule of project

The application packet consists of the two page application form (see below), a narrative documentation and if available up to three pieces of supporting material.

The application must provide information such as names of officers, directors and persons responsible for the project; an outline of the purposes for which the requested funds would be used; and explanation of the context within which your project is being undertaken; and the ways in which the purpose stated above will be served.

The application must include an explanation of how the grant will be acknowledged and publicized.

Successful applicants must report on the project and use of the SWEA funding by February 1st, one year after notified acceptance.

Inquires concerning the grants program should be directed to the President of SWEA Chicago. The application form is available on SWEA's website www.swea.org/chicago

Swedish Women's Educational Association – SWEA Chicago
C/o SWEA President
Ulla-Britt Gerber
936 Huckleberry Lane
Glenview, IL 60025-2302
<http://www.swea.org/chicago>
Email: Chicago@swea.org

GRANT APPLICATION

1. **APPLICANT**- individual, group, institution or organization applying for grant

Organization _____

Street Address _____

City/State/Zip _____

Organization
Telephone/Fax _____

Email Address _____

2. **CONTACT PERSON** - person who will administer the project

Name _____

Title _____

Street Address _____

City/State/Zip _____

Organization
Telephone/Fax _____

Email Address _____

3. **PROJECT TITLE** - (one sentence summary)

4. **PROJECT DESCRIPTION** - Attach a description of the project AND a history of the project or the organization. (Attach supporting documentation and other descriptive material that will help explain the project.)

5. **PROJECT BUDGET**- Attach a complete budget, including all projected expenses and sources of income/revenue.

6. **PROJECT SCHEDULE**- Attach the planned schedule of your project. Provide a timeline of your project from start to finish.

7. **GRANT REQUEST DOLLAR AMOUNT**- Enter the exact dollar amount that you are requesting from SWEA - Chicago

\$ _____

8. **CERTIFICATION**

We certify that the information provided in this application is true and correct to best of our knowledge.

Project Director

Typed Name	Title	Signature	Date
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