



## **Welcome to the 2024 Anne Arundel Women Giving Together Grant Applicant Training**

*The mission of Anne Arundel Women Giving Together is to improve the quality of life  
for women and families in Anne Arundel County*

### Your 2024 Grants Team:

Jean Mitchell, Grant Chair – Stealey Ashley and Stacey FitzSimmons, Assistant Grant Chairs  
Cindy Whittle, Barbara Haight, Judy Coughlin and Ann Whitcomb – Grant Systems  
Joyce Patten and Maryann Gosnell -- Webmasters

# Is your organization eligible?

- ✓ Your organization's gross annual revenue from the previous fiscal year excluding in-kind revenue must be less than \$1,000,000.
- ✓ Your organization must be a 501(c)(3) and registered with the federal government.
- ✓ Your organization must be **current** with the Maryland Secretary of State which means you will have a Charity Number.
- ✓ Your organization must be **in good standing** with the Maryland Department of Assessments and Taxation.

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- ✓ Your organization must be **in good standing** with the Maryland Department of Assessments and Taxation.
- ✓ Your proposal must help **improve the quality of life for women and families in Anne Arundel County**.
- ✓ Organizations that receive grants from AAWGT for two consecutive years will not be eligible to apply for the following two years.

# What we don't fund:

- Organizations that discriminate by race, creed, gender, sexual orientation, age, religion, disability or national origin
- Capital projects, including new construction, expansion, renovation or replacement of existing buildings
- Endowments
- Sponsorships or fundraising drives/events
- Banquets, receptions or similar events
- Political activities or lobbying
- Sectarian religious activities
- Grants to individuals

# Key things to know when applying:

1. Know your organization's three identifying numbers which are required on the application.

The following instructions appear on the Application *and* in the Application Guidance:



## Federal Employer Identification Number (EIN)

This number identifies your organization as a non-profit.

Your EIN will look like this: 00-0000000

Website to verify: <https://apps.irs.gov/app/eos/>

## Maryland Charity Registration number (CID)

This number identifies the organization with the Maryland Secretary of State.

Your MD Charity Number will look like this: 00000 or this: 0000

Website to verify: [https://onestop.md.gov/list\\_views/62f3e1797f7e3200016a3dab](https://onestop.md.gov/list_views/62f3e1797f7e3200016a3dab)

It must state: Organization must be listed as 'Registration Status: Current'

## Business Entity Number with the Maryland Department of Taxation and Assessments

Your Business Entity number will look like this: InitialLetter00000000

Website to verify: <https://egov.maryland.gov/BusinessExpress/EntitySearch>

Organization must be listed as 'This business is in good standing'

[Help](#)[News](#)[English](#) ▾[Charities & Nonprofits](#)[Tax Pros](#)[File](#)[Pay](#)[Refunds](#)[Credits & Deductions](#)[Forms & Instructions](#)

[Home](#) / [File](#) / [Charities and Nonprofits](#) / [Search for Charities](#) / [Search for Tax Exempt Organizations](#) / Tax Exempt Organization Search

# Tax Exempt Organization Search

Select Database [?](#)

 ▾

Search By [?](#)

 ▾

Search Term [?](#)

XX-XXXXXXX or XXXXXXXXX

City

State

 ▾

Country

 ▾[Search Tips](#)

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# SoS Charities - Public Registry

[Home](#) > [Verified Professionals](#) > [SoS Charities - Public Registry](#)

## SoS Charities - Public Registry

### Search by Charity Name



### Search by Charity EIN



### Filter by Registration Status



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# MARYLAND BUSINESS EXPRESS

## Business Entity Search

Want to PLAN, START, MANAGE or GROW your business? Click HERE!

Business Search

Business Name:  Search

- Business Name
- Department ID

Back

# Questions about verifying your numbers?

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# Key things to know when applying

1. Know your three numbers!
2. Our focus continues to be on “improving the quality of life for women and families.”



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2. Our focus continues to be on “improving the quality of life for women and families” -- but we have widened the lens of what that might include.
3. **You may request from \$5,000 to \$25,000.**

# Key things to know when applying

1. Know your numbers!
2. Our focus continues to be on “improving the quality of life for women and families” -- **but we have widened the lens of what that might include.**
3. We have increased the maximum amount you may request to \$25,000 (minimum stays at \$5,000).
4. **The Application....**
  - **Is available to read *and* submit in English or Spanish;**
  - **Deadline for submission is Friday, February 1, 2024 at 11:59PM;**
  - **Must be submitted *online*.**

# Some Basics About Using our Software

- ✓ All grant applications must be submitted using our grantmaking software, Foundant.
- ✓ Each organization may only have one online account, submit one application and receive one grant.
- ✓ We strongly recommend that you use **Google Chrome** web browser to access our online application. Do not use Internet Explorer.
- ✓ Before you start, decide who will be the software **Primary Contact** for your organization. *(If you so desire, you may add additional Contacts (users) who are designated to either view, edit, and/or submit the application using the Collaboration function.)*
- ✓ **If you have questions, you can get help with the application by emailing the Grants Systems volunteers at [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org)**



# Finding the application



The screenshot shows the website header with the logo and the text "ANNE ARUNDEL WOMEN GIVING TOGETHER". Below the header is a navigation menu with links: HOME, NEWS ▶, OUR IMPACT ▶, JOIN US! ▶, DONATE ▶, ABOUT US ▶, GRANTS ▼, and EVENTS ▶. A red arrow points to the "GRANTS" dropdown menu, which is open and shows three options: "2024 GRANTS GUIDANCE", "GRANTS PORTAL", and "2023 GRANTS AWARDS". Below the navigation menu is a large photograph of a group of people gathered around a table, possibly at a community event or meeting.

“  
The grant from AAWGT helped fund our work tutoring local second graders striving to achieve grade-level reading.  
— 2023 GRANTEE

”

To find our application, go to our website and use the dropdown menu under grants to select Grants Portal

# Logon Page

Select Language | ▼

*Please choose only English or Spanish*



Get help at any time by emailing the grants systems people at:  
[GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org)

## Logon

Email Address\*

Password\*

Log On

Create New Account

[Forgot your Password?](#)

Anne Arundel Women Giving Together, a women's giving circle, supports initiatives that improve the quality of life for women and families in Anne Arundel County.

To view the application in another language, use the "Select Language" button at the top left of the screen.

Para ver la aplicación en otro idioma, utilice el botón "Seleccionar idioma" en la parte superior izquierda de la pantalla.

NOTE: We highly recommend using Google Chrome as your web browser while using our grantmaking software.

*If you have an account but forgot your password, you can use this button to reset the password for your account.*

*Applicants who need to create a new account should not fill in the email address or password. They should go directly to the "Create New Account" button.*

# Setting up a new account

The EIN or tax ID number is required to set up a new account

The blue “Next” box will take you to the next 4 pages of required information:

- User Information
- Executive Officer Question
- Additional Executive Officer Information
- Password

Create New Account

If you already have an Account, click the 'Cancel Account Creation' button to go to the Logon page

⚠ Using the browser's back button will delete your registration information.

ℹ This registration process has multiple steps you must complete before you can apply.

Fields with an asterisk (\*) are required.

Organization Information

Organization Name*	EIN / Tax Identification Number*
<input type="text"/>	<input type="text"/>
Web Site	Telephone Number*
<input type="text"/>	<input type="text"/>
Organization Email	Address 1*
<input type="text"/>	<input type="text"/>
Address 2	City*
<input type="text"/>	<input type="text"/>
State*	Postal Code*
<input type="text"/>	<input type="text"/>

[NEXT >](#)

# Opening the Application

After completing the information required to set up a new account, you will be able to open the 2024 application.

Apply

Quick Search

2018 Grant Process	No longer accepting submissions after 02/01/2018	PREVIEW
2019 Grant Process	No longer accepting submissions after 01/31/2019	PREVIEW
2020 Grant Process	No longer accepting submissions after 01/31/2020	PREVIEW
2021 Grant Process	No longer accepting submissions after 01/31/2021	PREVIEW
2022 Grant Process	No longer accepting submissions after 02/11/2022	PREVIEW
2023 Grant Process	No longer accepting submissions after 02/10/2023	PREVIEW
2024 Grant Process	Accepting Submissions from 01/02/2024 to 02/01/2024	PREVIEW SEND TO GRANTHUB ⓘ APPLY

# Working on the Application

Select Language ▼

## Application

Trees in Every Yard

Process: 2024 Grant Process - Imported

 COLLABORATE 0



[Return to Application Draft](#)

Contact Info

[Request](#)

Documents 0

### Applicant:

Jane C. Good  
janegood@dogood.org  
555-555-5555  
100 Green St  
Annapolis, MD 21401 USA



### Organization:

[Do Good For All](#)  
19-1919191  
555-555-5555  
100 Green St.  
Annapolis, MD 21401 United States



[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.


 Application

 APPLICATION PACKET

 QUESTION LIST



 Due by 02/01/2024 11:59 PM EST.

 Fields with an asterisk (\*) are required.

▼ I. BEFORE YOU BEGIN

# How to add a collaborator

The screenshot shows a web application interface for 'Anne Arundel Women Giving Together' in a 'SANDBOX' environment. A 'Collaborate' dialog box is open, allowing users to invite someone to collaborate. The dialog box contains the following elements:

- Collaborate** (Title bar with a close button)
- Invite someone** (Section header)
- Email Address** (Label for the input field)
- Permissions** (Section header for the permission options)
- Can view** (Radio button option)
- Can edit** (Radio button option, currently selected)
- Can submit** (Radio button option)
- Message** (Section header for the message input field)
- Message content:** "This message from you will be included in the email that is sent to the person you are inviting"
- CANCEL** (Button)
- INVITE** (Button)

The background application shows a navigation bar with 'ANNE ARUNDEL WOMEN GIVING TOGETHER', 'APPLY', and 'ORGANIZATION HISTORY'. A 'COLLABORATE 0' button is visible in the top right corner of the application area.

# Printing the Application



Select Language ▼

**Application** COLLABORATE 0

Trees in Every Yard  
Process: 2024 Grant Process - Imported

[Return to Application Draft](#)


Contact Info **Request** Documents 0


<b>Applicant:</b> Jane C. Good janegood@dogood.org 555-555-5555 100 Green St Annapolis, MD 21401 USA	 <b>Organization:</b> <a href="#">Do Good For All</a> 19-1919191 555-555-5555 100 Green St. Annapolis, MD 21401 United States	
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[Contact Email History](#)

If your organization information does not appear correct, please contact the funder. Thank you.

Application APPLICATION PACKET QUESTION LIST ⋮

 Due by 02/01/2024 11:59 PM EST.

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∨ I. BEFORE YOU BEGIN

# Groups of questions on the application

Form	2024 Grant Application
>	I. BEFORE YOU BEGIN
>	II. ORGANIZATION INFORMATION
>	III. REQUIRED NUMBERS
>	IV. PROPOSAL INFORMATION
>	V. FINANCIAL INFORMATION
>	VI. DATA QUESTIONS
>	VII. CONTACT INFORMATION
>	VIII. ELECTRONIC SIGNATURE



# Proposal Information

## IV. PROPOSAL INFORMATION

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### Proposal Name\*

*Character Limit: 150*

### Diversity, Equity, Inclusion and Accessibility (DEIA) Information\*

Every organization is at a different place on their journey to address DEIA (diversity, equity, inclusion, accessibility). Help us understand how your organization is bringing DEIA into the heart of what you do and who you are. Be as specific as possible.

*Character Limit: 1000*

### Narrative - Tell us about your proposal\*

Please be as concise as possible - we accept bulleted information.

*What are you proposing to do?*

*What need(s) are you addressing?*

*Who and how many will be participating?*

*What else is important for us to know?*

*Character Limit: 2000*

### Over what time period will your proposal take place?\*

*Character Limit: 1000*

### What is the most important impact you seek to have?\*

*Character Limit: 1000*

### How will you measure your success?\*

*Character Limit: 1000*

### Tell us why you are the right organization to do this.\*

*Character Limit: 1000*

### Share anything additional you believe is important for us to know.

*Character Limit: 1000*

### Summarize the proposal.\*

The exact words you provide below will be the standalone synopsis used in presenting your proposal to our membership for the final vote. You should restate for the reader what you propose to do and why it is important. Please highlight the key points that best convey the heart and soul of your proposal

*Character Limit: 750*

# Proposal Summary

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*Character Limit: 750*

# Providing financial information

## *V. FINANCIAL INFORMATION*

---

### AAWGT's Budget Proposal Template\*

Upload the AAWGT Budget Proposal Template [HERE](#). Complete it with your proposal budget, rename it and upload it. Please include any other sources of proposed funding.

*Character Limit: 1000 | File Size Limit: 2 MB*

### Upload a copy of your current Operating Budget.\*

Include both Revenues and Expenses.

*File Size Limit: 2 MB*

***Uploading Documents: We prefer that documents be uploaded in Word or PDF format. If you must submit in .xls format, please make sure that you are using the latest version of Excel.***



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# Operating Budget Example

<b>Revenue</b>	<b>Amount</b>	
Program Income	\$12,000.00	
Sales	\$2,500.00	
Individual Contributions	\$3,000.00	
Events Income	\$5,000.00	
Appeal Income	\$7,000.00	
Corporate Donations	\$12,000.00	
Misc. Revenue	\$500.00	
	<b>Total Revenue</b>	\$42,000.00
<b>Expenses</b>	<b>Amount</b>	
Staff Payroll and Benefits	\$20,000.00	
Staff Training and Development	\$2,500.00	
Travel	\$2,500.00	
Rent and Utilities	\$7,500.00	
Telecommunications	\$250.00	
Insurance	\$100.00	
Professional Support	\$2,000.00	
Marketing and Advertising	\$2,500.00	
Print and Postage	\$1,000.00	
Supplies	\$1,000.00	
	<b>Total Expenses</b>	\$39,350.00
	<b>Net Surplus/Deficit</b>	\$2,650.00

# Questions about required financial documents

## *V. FINANCIAL INFORMATION*

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# A few hints while working on your application

- ✓ **Saving your work:** the software will intermittently save your work. However, there can be a time delay so we recommend periodically use the **Save Application** button at the bottom of the page to ensure your work is saved. If there is no activity for 40 minutes, the software will save your work and log you off. You may return later and continue editing your application.
- ✓ **Calculating Character Count:** each answer field has a maximum character limit. Note that spaces and punctuation also count as characters. Please use only 1 space between sentences.
- ✓ Application questions marked with an \* are questions to which a response is required; they must be answered in order for your application to be electronically submitted.
- ✓ When your application is complete, click **Submit Application**. Once you press “Submit”, no additions or changes to your application will be possible.





## Timeline for the 2024 Grant Cycle

**January 2, 2024:** Call for Applications released and grant application available online.

**January 9, 2024:** Zoom Grant Applicant Workshop.

**February 1, 2024:** Applications are due at 11:59 pm

**May 2024:** AAWGT Members vote on grant proposals and winners are contacted

**July 1, 2024:** Grant year funding begins

# And finally.....

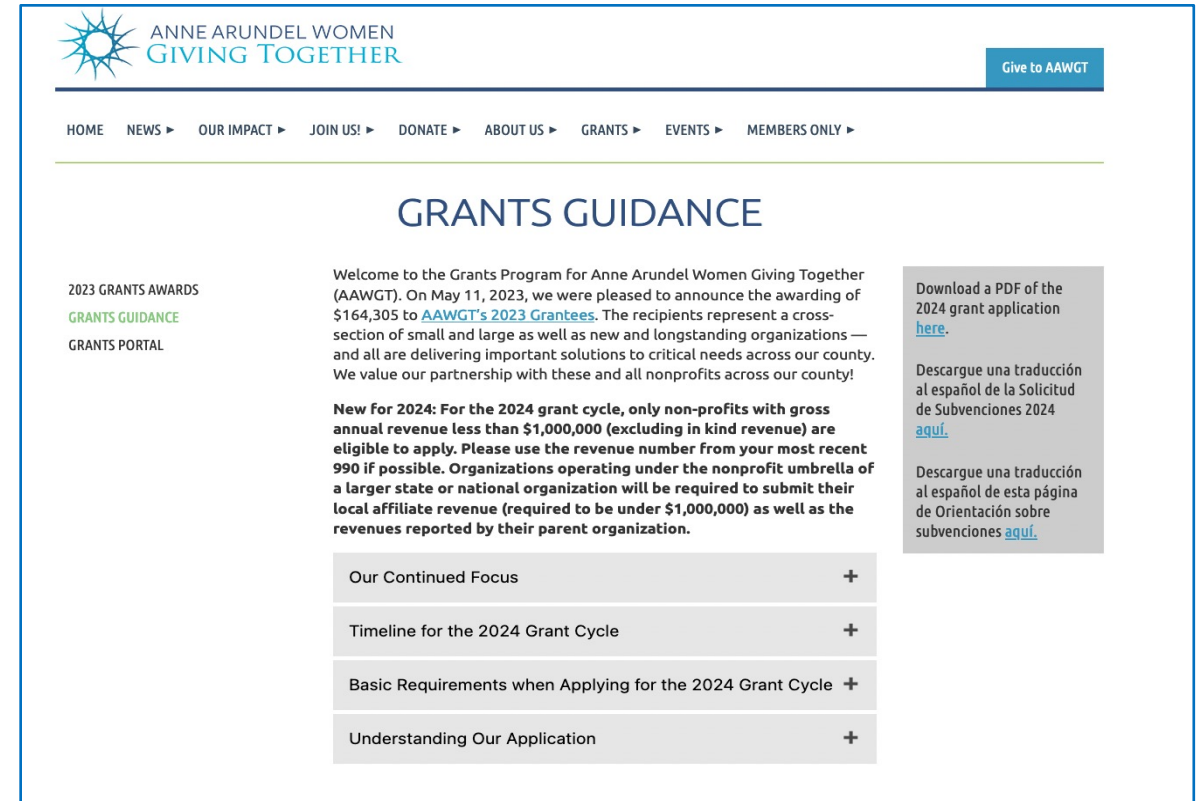
A Grants Guidance page can be found under the **GRANTS** tab on AAWGT's Website: [givingtogether.org](http://givingtogether.org)

It has *lots* of helpful information on completing the application.

It's a good idea to read this section before beginning your application.

## Still have questions?

- For questions about grant requirements or the grants process, please email [grants@givingtogether.org](mailto:grants@givingtogether.org).
- For technical or software questions, please email [GrantAppHelp@givingtogether.org](mailto:GrantAppHelp@givingtogether.org) and include a telephone number



The screenshot shows the website header with the logo and navigation menu. The main content area is titled "GRANTS GUIDANCE" and includes a welcome message, a "New for 2024" announcement, and a list of expandable sections. A sidebar on the right offers PDF downloads and translations.

ANNE ARUNDEL WOMEN  
GIVING TOGETHER

Give to AAWGT

HOME NEWS ▶ OUR IMPACT ▶ JOIN US! ▶ DONATE ▶ ABOUT US ▶ GRANTS ▶ EVENTS ▶ MEMBERS ONLY ▶

## GRANTS GUIDANCE

2023 GRANTS AWARDS  
GRANTS GUIDANCE  
GRANTS PORTAL

Welcome to the Grants Program for Anne Arundel Women Giving Together (AAWGT). On May 11, 2023, we were pleased to announce the awarding of \$164,305 to [AAWGT's 2023 Grantees](#). The recipients represent a cross-section of small and large as well as new and longstanding organizations — and all are delivering important solutions to critical needs across our county. We value our partnership with these and all nonprofits across our county!

**New for 2024: For the 2024 grant cycle, only non-profits with gross annual revenue less than \$1,000,000 (excluding in kind revenue) are eligible to apply. Please use the revenue number from your most recent 990 if possible. Organizations operating under the nonprofit umbrella of a larger state or national organization will be required to submit their local affiliate revenue (required to be under \$1,000,000) as well as the revenues reported by their parent organization.**

- Our Continued Focus +
- Timeline for the 2024 Grant Cycle +
- Basic Requirements when Applying for the 2024 Grant Cycle +
- Understanding Our Application +

Download a PDF of the 2024 grant application [here](#).

Descargue una traducción al español de la Solicitud de Subvenciones 2024 [aquí](#).

Descargue una traducción al español de esta página de Orientación sobre subvenciones [aquí](#).

# Questions?

Thank you for your interest in AAWGT's 2024 grants!

## REMINDER:

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