



# IAWPF

## Grant Proposal Criteria

Version April 2017

2017-2018

IAWPF

IAWPF Finance Committee



**Contents**

Definitions ..... 3

IAWPF Funding Policies and Guidelines for Grant Proposals ..... 4

IAWPF Printable Checklist for Grant Proposals ..... 7

Budget Justification Resource Sheet..... 8

Sources for Budget Building..... 9

Allowable and Non-Allowable Expenses..... 10

Budget Basics--FAQ's ..... 11

Grant Application Form..... 12

Guide for Proposal Narrative ..... 13



## Definitions

**Developing Country**—(For the current 2016 fiscal year)

Low-income economies are defined as those with a GNI per capita, calculated using the *World Bank Atlas* method, of \$1,045 or less in 2014; middle-income economies are those with a GNI per capita of more than \$1,045 but less than \$12,736; high-income economies are those with a GNI per capita of \$12,736 or more. Lower-middle-income and upper-middle-income economies are separated at a GNI per capita of \$4,125. (World Bank List of Developing Countries)

**Per Diem**—(For the current fiscal year at the time of application)

Per Diem is a daily allowance for meals and based on USA Federal Per Diem rates. (Per Diem Rates)

**Applicant**—is a currently serving female police officer who is also a member of IAWP

### **Department Head**

For the purposes of this grant application, department head means the applicant's direct supervisor.

### **Global Time**

To ensure meeting deadlines for grant proposal consideration, please refer to the world clock. (See World Clock)



# IAWPF Funding Policies and Guidelines for Grant Proposals

IAWPF provides grant support for:

- To determine and carry out the charitable and educational agenda of the management and membership of the IAWP.
- To educate and enlighten the public about women in police or in police-related activities throughout the world.
- To support the charitable, educational and professional development needs and activities of the various police affiliates, members, and membership of the IAWP in all locations. (including the IAWP "Adopt an Officer Program")
- To provide or conduct training conferences, programs and educational events and workshops relating to women police worldwide.
- To provide support directly and indirectly to policing functions and activities where charitable, educational or professional development need is demonstrated.
- To assist IAWP members to attend training or other educational events relating to women in policing. (including the IAWP International Scholarship Program)
- To identify, recognize and reward performance, distinction, and achievement among women in policing. (including the Heritage Recognition and Officer of the Year Award)

IAWPF's primary funding purpose is to develop women in policing who are ineligible for funding through other entities.

- Applicants from developing countries are especially encouraged to apply.
- Applicants who demonstrate financial need will be given priority.
- Applicants are limited to one IAWPF grant per fiscal year.
- IAWPF grants will be reviewed until all available funds have been allocated.
- IAWPF does not fund expenses incurred before an applicant is awarded funds (retroactive expenses). All expenses listed in the budget justification must be expenses that will be incurred after the grant is awarded.

All funding proposals will be reviewed on an annual basis. Applications will be submitted to email address [grants@iawpf.org](mailto:grants@iawpf.org) and must be received NO LATER THAN 12:00 PM CST on the listed deadline. Grant review meetings will take place the week following the deadline. These deadlines apply to all fundable projects.



Project Period (month of project start)	Deadline (By 12:00 PM CST)
After 1 <sup>st</sup> January 2018	September 30, 2017
After 1 <sup>st</sup> January 2019	September 30, 2018
After 1 <sup>st</sup> January 2020	September 30, 2019

**All IAWPF grants must include the following documents.** Click [here](#) for a printable checklist.

- Project specific proposal. (Research, conference presentations and/or attendance, in-service-learning, or creative endeavor--tell us what you want to do.)
- Detailed and itemized budget justification. Please include an itemized budget that shows all your calculations for figuring per diem, miscellaneous costs, etc. It is the applicant's responsibility to develop a budget that is complete and accurate. Any changes to a budget after the project is awarded, such as transfers between line items, must be pre-approved.

For an example of a budget justification, click [here](#).

For a source sheet for budget building featuring resources for travel, lodging, and logistics click [here](#).

For a list of allowable and non-allowable expenses click [here](#).

For a list of frequently asked questions, click [here](#).

- Department, local IAWP affiliate president, or IAWP board member endorsement. It is the applicant's responsibility to ensure that their department head, president of affiliate organization, or IAWP board member provides a recommendation letter. Completed proposals are due by 12PM CST on the day of the deadline. It is expected that applicants request their recommendation letters at least three weeks in advance of the application deadline. We allow a 7-day grace period beyond the deadline to receive letters of recommendation, providing all other parts of the application have been completed and submitted by the due date. Grant proposals for which we do not receive a recommendation seven days beyond the original deadline will not be considered for funding.



The endorsing letter should describe:

- The department head, IAWP affiliate president, or IAWP Board member's relationship with the applicant. This may include a history of the relationship that is relevant to the department head, affiliate president, or IAWP board member's impression of the applicant and to the proposed project—explain that knowledge and its relevance.
- The arrangement for any collaboration on the proposed project between the department, IAWP affiliate, or IAWP board member and the applicant.
- The probability of the applicant's proposed activity to be successful.



# IAWPF Printable Checklist for Grant Proposals

## PROPOSALS MUST INCLUDE

- Cover letter
- Application form
- Project specific proposal narrative
- Detailed and itemized budget justification
- List of additional funders and funding status
- Brief description of key people
- Department head, IAWP Affiliate, or IAWP board member endorsement: letter(s) of recommendation

Applicants who are awarded funding through IAWPF must submit the following documents within thirty days of your project/travel end date:

- All receipts relevant to the funding provided
- The completed IAWPF Travel Expense Internal Form where applicable
- A final report to include cost benefit analysis
- Pictures of the experience, if possible.

Grant proposal submissions are to be emailed to [grants@iawpf.org](mailto:grants@iawpf.org)



## Budget Justification Resource Sheet

The following items must be itemized:

- Flight
- Lodging
- Per Diem
- Ground Transportation
- Materials
- Other (i.e. travel Visas, incidental expenses such as vaccinations necessary for trip)

Each cost must be justified by an information source.

Costs must be reasonable.

Costs must consider funding limits.

Sample Justification for an Exhibition:

- Poster printing costs: \$100.00 (source Kinko's)
- Flight: \$395.00 (American Airlines from Chicago to Atlanta, leaving 11/27 and returning 11/31. Source: Campus Travel).
- [Per Diem](#): \$212.00 (53.00 x 4)
- Ground Transportation Costs \$178.00 (Bus from O'Hare \$79.00 x 2 = \$158.00, Airport taxi fares \$20.00. Source: taxi company)
- Lodging: \$1,200 (\$300 per night x 4. (Source: Radisson Conference Center in Atlanta.)

Total: \$2,085.00





# Sources for Budget Building

## Travel Resources

Amtrak, for travel in the US: <http://amtrack.com/home>

Rail Europe, a comprehensive site for European rail travel: <http://www.raileurope.com>

Via Rail, in Canada: <http://www.viarail.ca/>

Travelocity for flights, lodging, car rental <https://www.travelocity.com/>

Orbitz for flights, lodging, car rental <https://www.orbitz.com/>

Airbnb, for unique accommodations across the world: <https://www.airbnb.com/>

Expedia, a good resource for air, ground transportation, and hotels: <http://expedia.com/>

Trivago for lodging. <http://www.trivago.com/>

Super Shuttle for ground transportation. <http://www.supershuttle.com/>

**If attending a conference, check the conference website to find hotel suggestions, including the host hotel(s) and those in the surrounding area for special conference rates.**

Note: These resources are not exhaustive. Please use the resources available to you that provide you with the most economical expense for your proposal.



## Allowable and Non-Allowable Expenses

Allowable Expenses	Non-Allowable Expenses
<ul style="list-style-type: none"> <li>• Round trip airfare, ground transportation to get to and from the airport or train station, train travel, and public transportation.</li> <li>• Mileage, if using your personal car, at the current USA federal rate. <a href="#">Mileage Rates</a> (Total must not exceed cost of airfare or train travel to destination.)</li> <li>• Rental car + gasoline. The per mile rate does not apply if using a rental vehicle.</li> <li>• Lodging.</li> <li>• Per Diem. A daily allowance for meals based on USA Federal Per Diem rates. (<a href="#">Per Diem Rates</a>)</li> <li>• Conference registration fees and/or related conference preparation expenses, such as photocopying, poster printing, etc.</li> <li>• Vaccinations and universal medical insurance. IAWPF may fund Visa and passport fees for longer-term projects, internships and in-service learning.</li> </ul>	<ul style="list-style-type: none"> <li>• Tuition or any "program fees" charged to IAWP members by volunteer, immersion, or in-service learning organizations that do not apply to direct costs.</li> <li>• Gasoline or any car repair or maintenance costs that are incurred, e.g. flat tire replacement, oil changes, etc., if you're using your personal car.</li> <li>• Personal care items such as toiletries or laundry supplies.</li> <li>• Stipends or wages.</li> <li>• Meals for anyone other than the grant recipient, unless relevant to the project purpose. In that event, name, title, organization, and project-related purpose of the meal must be provided in the originally submitted budget. Still may not exceed per diem.</li> <li>• Durable equipment such as audio and video recorders, books, computer software or hardware, digital cameras, etc. (Capital assets)</li> <li>• Alcohol.</li> </ul>



## Budget Basics--FAQ's

1. How do I allow for things like fluctuating airfare prices?
  - a. We recommend that you review your budget, particularly expenses such as airfare, immediately before you submit your application for review. This way, you have the most accurate airfare and other expense information at the time of review.
2. I forgot to include something in my budget, can my budget be increased after the submission?
  - a. No. Your application, including your budget, is considered final upon submission.
3. If I'm applying to more than one funder, do I divide my budget by two (three or four)?
  - a. No. Submit your budget in its entirety so that reviewers have an accurate understanding of your request. Just as you wouldn't submit only part of your application, please don't try to divide your budget.
4. The amount of my award on my award letter is different than the budget total that I submitted. Why is that?
  - a. Upon submission of your budget, it is reviewed by IAWPF's Finance Committee to ensure that the most economical choices and decisions are being made. If the opportunity to save resources is identified, the budget will be adjusted. Some items in your budget may be non-allowable (See Allowable vs. Non-Allowable criteria [here](#)). Also, partial awards may be made due to limited funds IAWPF has to disperse. If you wish more clarity or specific adjustment information, please contact the IAWPF Finance Chair.
5. What if I lose a receipt (or several)?
  - a. The IAWPF provides a form called the "Lost Receipt Affidavit" that you may fill out and sign in place of a lost receipt.
6. When is my final expense report due?
  - a. Your final report is due thirty days after the completion of your project.



# Grant Application Form

Date of application:		Application submitted to:	
<b>Applicant Information</b>			
Name of applicant:			
Address, City, State, Zipcode, Country:			
Title:		Phone:	Cell Phone:
Police Agency:		Department Head:	
Phone:		Website:	
Is applicant a member of IAWP?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
IAWP Affiliate recommendation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Affiliate Name:
IAWP board member recommendation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Board Member Name:
<b>Proposal Information</b>			
Please give a 2-3 sentence summary of your funding request:			
Population served:		Geographic area served:	
<i>Funds are being requested for (check one) Note: Please be sure that IAWPF funds the type of support you are requesting.</i>			
<input type="checkbox"/> Training/Education	<input type="checkbox"/> Support to LE functions	<input type="checkbox"/> Capital	
<input type="checkbox"/> Project/program support	<input type="checkbox"/> Technical assistance	<input type="checkbox"/> Other (list)	
Project dates (if applicable) From _____ To _____			Fiscal Year end:
<b>Budget</b>			
Dollar amount requested:			\$
Total budget:			\$
Total project budget (for support other than general operating)			\$
<b>Authorization</b>			
Applicant's Name (printed or typed):			
Applicant's Signature:			



***Attach additional pages of project narrative to the application sheet. See the following pages for instructions on how to complete narrative.***

## **Guide for Proposal Narrative**

Please use the following outline as a guide to your proposal narrative. Please limit your narrative to six pages, excluding attachments. Also, include a cover letter with your application that introduces you, your proposal, and the link between your proposal and the mission of IAWPF, the organization to which you are applying.

### **I. Applicant Information**

- A. Brief summary of applicant's work history as a police officer.
- B. Brief summary of applicant's vision and goals for the project.
- C. Brief description of applicant's current project or activities, including any service statistics and strengths or accomplishments. Please highlight new or different accomplishments, if any, upon which applicant has worked.
- D. Brief summary of applicant's relationship with other organizations working with similar missions. What is your role relative to these organizations?

### ***II. Purpose of Grant***

- 1. Situation
  - a. The opportunity, challenges, issues or need and the community that your proposal addresses.
  - b. How that focus was determined and who was involved in that decision-making process.
- 2. Activities
  - a. Overall goal(s) regarding the situation described above.
  - b. Objectives or ways in which you will meet the goal(s).
  - c. Specific activities for which you seek funding.
  - d. Who will carry out those activities?
  - e. Time frame in which this will take place.
  - f. How the proposed activities will benefit the community in which they will occur, being as clear as you can about the impact you expect to have.
  - g. Long-term funding strategies (if applicable) for sustaining this effort.

### ***III. Evaluation***

- A. Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.
- B. How will you measure these changes?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, and/or consultants)?



D. What will you do with your evaluation results?

#### ***IV. Attachments***

Generally the following attachments are required:

1. Finances
  - Project Budget, including income and expenses.
  - Additional funders. List names of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.
2. Brief description of key people, including qualifications relevant to the specific request.

#### ***V. Proposal Checklist***

- Cover letter.
- Application form.
- Proposal narrative.
- Project budget
- List of additional funders.
- Brief description of key people.
- Department head, IAWP Affiliate, or IAWP board member endorsement: letter(s) of recommendation



## VI. Project Budget

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

### INCOME

<b>Source</b>	<b>Amount</b>
<b>Support</b>	
Government grants	\$
Foundations	\$
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Investment income	\$
<b>Revenue</b>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
	\$
	\$
<b>Total Income</b>	<b>\$</b>



EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
	\$	
<b>SUBTOTAL</b>	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
<b>Total Expense</b>	\$	
<b>Difference (Income less Expense)</b>	\$	