



OUR MISSION: We help girls and women achieve economic self-sufficiency and realize life goals through funds and programs in the areas of education, health, wellness, career and life skills.

Program Proposal Application

Pre-planning Checklist

- What do you hope to accomplish with this program?
- Has a similar program been held or organized before? If you were not the person in charge, please consult with the organizer or attendees regarding what they thought worked and what did not. Use these as tools for success.
- How much time will you need to organize this program? Consider the time commitment your program will require. Create a time line for when tasks need to be completed, listing those individuals responsible for each.
- What are your resources? Before committing to a program, you need to think about the resources you can access. Do you know someone who has helped organize this type of program before?
- Do you know a local business owner who might donate space, food/beverage, and/or items?
- What is your budget? Plan a budget and stick to it. There may be significant costs involved depending upon the type of special program you are planning.
- Do you have a back-up plan? You may need a contingency plan if your program is held outdoors and the weather does not cooperate.

Top Ten Pointers For Successful Program Planning

- 1. Approval Must Be Received In Writing Prior To Moving Forward On Your Program.** After conceiving of your program, it is important to complete our program proposal. Permission is necessary in order to execute your special program using the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* logo/marketing & educational materials.
- 2. Program Team.** The *success* of a special program is directly correlated to the enthusiasm of those organizing it! Form a group or a committee that includes enthusiastic, skilled and motivated individuals.
- 3. Set Goals.** Be realistic when setting your both financial and/ or non-financial program goals.
- 4. Brainstorm.** Use your imagination to create fun and meaningful programs.
- 5. Make Sure You Have The Right Program.** Utilize the skills and assets of your group or committee members to forward the mission of the fun locally.
- 6. Schedule The Program.** Be mindful of any programs that are scheduled in your area that may conflict with your proposal. Also, make sure your program is held at a time when attendance will be high for your target audience.
- 7. Budget.** Remember to be very clear up-front regarding how funds will be generated for your proposed program. Be sure to account for costs such as venue, food, postage, permits etc.
- 8. Marketing Communication.** Be sure to communicate to the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* your proposed plans for using our brand name/logo and marketing/educational materials. Its use must be approved prior to the using it on any marketing materials.
- 9. Thank You!** Please be sure to thank those people who have helped organize and stage your program.
- 10. Have fun planning your FFW program! 😊**

Please return your program proposal form to

Email: Fund4Women@yahoo.com or

Mail: FUND FOR WOMEN™, Programs Committee Chair, PO BOX 777, Corning, NY 14830

Thank you for submitting your program proposal. We appreciate your time and interest in supporting and promoting the mission of the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™*.



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Proposed program title	
Program description	
Program goals <i>For example:</i> <ul style="list-style-type: none"> ▪ To increase. . . ▪ To create . . . ▪ To develop. . . 	
Program date or date range <ul style="list-style-type: none"> ▪ If the program has specific dates, please state date or date range. . ▪ If this program is an ongoing project, state "Ongoing" 	
Program location <ul style="list-style-type: none"> ▪ If the program has a specific location and/or specified areas, please state, e.g. Corning, NY, Location: Corning Community College. ▪ If this program, does not have a specific location, state "Non-applicable or N/A" 	
Program time <ul style="list-style-type: none"> ▪ If the program has specific time, e.g 7:00 PM, please state. ▪ If this program, does not have a specific location, state "Non-applicable or N/A" 	
Program target audience description <ul style="list-style-type: none"> ▪ E.g., Corning Community College women ▪ E.g., Elmira women, 18 to 20 years of age 	
Forecast number attendees that will be impacted by your proposed program <ul style="list-style-type: none"> ▪ E.g., Forecast 40 attendees 	



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<p>Have you appointed a program chairperson?</p>	<p> <input type="checkbox"/> Yes* <input type="checkbox"/> No </p> <p>If yes*:</p> <p>Chairperson Name: _____</p> <p>Email: _____</p> <p>Tel: _____</p>
<p>Have you formed a committee to help plan and execute this program?</p>	<p> <input type="checkbox"/> Yes* <input type="checkbox"/> No </p> <p>If yes*, state the full names of the program committee members</p>
<p>Forecast the number of volunteers to plan and execute this program</p>	<p>Preplanning Volunteers #: _____</p> <p>Program Set-up Volunteers #: _____</p> <p>Program Volunteers #: _____</p> <p>Post program Volunteers #: _____</p>
<p>Will you be having a <i>FUND FOR WOMEN</i>[™] membership table at this program?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>
<p>Do you plan to seek gifts or donations from local businesses for this program?</p> <ul style="list-style-type: none"> ▪ If yes*, please provide a list of potential businesses. <i>FUND FOR WOMEN</i>[™] Programs Committee will review and (subject to) approve the list of businesses to be approached. 	<p> <input type="checkbox"/> Yes* <input type="checkbox"/> No </p> <p>If yes*, explain:</p>
<p>Will you like this program announced on our <i>FUND FOR WOMEN</i>[™] e-news?</p>	<p> <input type="checkbox"/> Yes <input type="checkbox"/> No* </p> <p>If no*, explain:</p>



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<p>Projected Expenses</p> <p>Will this program incur any expenses?</p> <ul style="list-style-type: none"> ▪ If so, please provide the projected expenses. 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Site/Venue Fee</td> <td style="width: 50%;">\$</td> </tr> <tr> <td>Program Operating materials, <i>e.g., books</i></td> <td>\$</td> </tr> <tr> <td>Honorarium Fee <i>e.g., guest speaker fee</i></td> <td>\$</td> </tr> <tr> <td>AV Equipment</td> <td>\$</td> </tr> <tr> <td>Promotion</td> <td> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Advertising, <i>e.g., print, radio, and/or other media</i></td> <td style="width: 30%;">\$</td> </tr> <tr> <td>Printing, <i>e.g., Posters, invites, etc.</i></td> <td>\$</td> </tr> <tr> <td>Direct Mail, <i>e.g., printing and postage</i></td> <td>\$</td> </tr> <tr> <td>Email (<i>e.g., set-up</i>)</td> <td>\$</td> </tr> <tr> <td>Promotional items</td> <td>\$</td> </tr> <tr> <td>Other:</td> <td>\$</td> </tr> <tr> <td>Total promotional expenses</td> <td>\$</td> </tr> </table> </td> </tr> <tr> <td>Staffing, Security, <i>e.g., labor expenses</i></td> <td>\$</td> </tr> <tr> <td>Food</td> <td>\$</td> </tr> <tr> <td>Beverage</td> <td>\$</td> </tr> <tr> <td>Other:</td> <td>\$</td> </tr> <tr style="background-color: #800000; height: 15px;"> <td colspan="2"></td> </tr> <tr> <td>Total program projected expenses</td> <td>\$</td> </tr> </table>	Site/Venue Fee	\$	Program Operating materials, <i>e.g., books</i>	\$	Honorarium Fee <i>e.g., guest speaker fee</i>	\$	AV Equipment	\$	Promotion	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Advertising, <i>e.g., print, radio, and/or other media</i></td> <td style="width: 30%;">\$</td> </tr> <tr> <td>Printing, <i>e.g., Posters, invites, etc.</i></td> <td>\$</td> </tr> <tr> <td>Direct Mail, <i>e.g., printing and postage</i></td> <td>\$</td> </tr> <tr> <td>Email (<i>e.g., set-up</i>)</td> <td>\$</td> </tr> <tr> <td>Promotional items</td> <td>\$</td> </tr> <tr> <td>Other:</td> <td>\$</td> </tr> <tr> <td>Total promotional expenses</td> <td>\$</td> </tr> </table>	Advertising, <i>e.g., print, radio, and/or other media</i>	\$	Printing, <i>e.g., Posters, invites, etc.</i>	\$	Direct Mail, <i>e.g., printing and postage</i>	\$	Email (<i>e.g., set-up</i>)	\$	Promotional items	\$	Other:	\$	Total promotional expenses	\$	Staffing, Security, <i>e.g., labor expenses</i>	\$	Food	\$	Beverage	\$	Other:	\$			Total program projected expenses	\$
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<p>Proposed Timeline Program Planning</p> <p>When would you begin specific types of program preparation and planning?</p> <p><i>Directions:</i></p> <ul style="list-style-type: none"> ▪ <i>Submit your dates and brief descriptions in a bullet point format.</i> 	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Phase 1 Date range</td> <td>Brief proposed timeline description:</td> </tr> <tr> <td>Phase 2 Date range</td> <td>Brief proposed timeline description:</td> </tr> <tr> <td>Phase 3 Date range</td> <td>Brief proposed timeline description:</td> </tr> <tr> <td>Phase 4 Date range</td> <td>Brief proposed timeline description:</td> </tr> </table>	Phase 1 Date range	Brief proposed timeline description:	Phase 2 Date range	Brief proposed timeline description:	Phase 3 Date range	Brief proposed timeline description:	Phase 4 Date range	Brief proposed timeline description:																												
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<p>Evaluation</p> <p>How will you <i>evaluate the success of your program</i>?</p> <p>Evaluation benchmarks should include:</p> <ul style="list-style-type: none"> ▪ Membership ▪ Level of financial support ▪ Participation ▪ Opinion surveys/evaluation of program 	<p>Evaluation Benchmark 1</p> <hr style="border: 0.5px solid black;"/> <p>Evaluation Benchmark 2</p> <hr style="border: 0.5px solid black;"/> <p>Evaluation Benchmark 3</p>
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How the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* Program Committee can assist you in the program-planning process?

- Offer both advice and expertise on the planning of your program.
- Advertise your program on our online program calendar and e-newsletter.
- Provide a list of possible volunteers or group/committee members to help with your program.
- If you receive written approval to plan and execute this program. Provide marketing materials (brand name, logo) and educational materials for your use.
- Provide information about potential grants for your proposed programs.

How the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* Program Committee cannot assist you in the program-planning process?

We state this information in advance so that there are no disappointments or misunderstandings with regards to your program preparation.

- Promote your program anywhere other than the online program calendar and e-newsletter.
- Guarantee attendance.
- Solicit sponsorship revenue.

***Important Note**

***FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* must approve this program proposal prior to holding or publicizing your program. We will respond to you (approve or disapprove) within 30 days of submitting your program proposal.**



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Terms & Conditions

- This is a third party program proposal letter of agreement between *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* and _____
- *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* will not pay any expenses incurred by the above named Third Party Special Program.
- Any questions about tax receipt guidelines will be directed to *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* Programs Committee.
- Net funds raised from the third party program must be submitted to *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* no later than 30 days after the program.
- Third party program organizers must take the proper precautions with regards to insurance and coverage. *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* will not be responsible for any damages or injuries as result of the third party program.
- *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* is not responsible for any financial loss and may withdraw support of the third party program cancelling this agreement at any time should any activity be discovered that undermines the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* organization.
- I agree that the *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* name, logo, and marketing/educational materials are important symbols /documents which should not be misrepresented.
- Prior to publicizing or holding the program, *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* must approve this proposal and use of name or logo. By publicly naming *FUND FOR WOMEN AT THE COMMUNITY FOUNDATION OF ELMIRA-CORNING & THE FINGER LAKES™* the beneficiary of the program, I agree to donate the full amount of the net proceeds raised within 30 days following the program. (*Use of the logo/marketing & educational materials must be approved beforehand.*)

I have read and understand the above terms and conditions.

Date Submitted: _____

Organization/Sponsoring Agency (if applicable): _____

Contact Person(s): _____

Address: _____

City: _____ State: **NY** Zip: _____

Email: _____

Your preferred Telephone Number to contact you: _____

What is the best time of day to reach you? _____

Do you prefer us to contact you by phone or email? Phone Email

Contact Person, Your Signature: _____ Date: _____