



Women Investing in Shepherd is a women's giving circle sponsored by the Shepherd University Foundation.

Letter of Inquiry

Overview

Women Investing in Shepherd (WISH) is offering two community non-profit and two Shepherd University learning project grants for 2021. Grants from WISH are made possible by the generosity of its members who are committed to high-impact philanthropy. Grants are voted on by the active membership on an annual basis.

WISH inspires, educates, and develops the amazing potential of women's philanthropy. Our high-impact grants to Shepherd University and the tri-state community affect positive changes, bring new funding resources, and make philanthropy accessible.

Letters of Inquiry (LOI) are requested as the initial step in the grant process. Submission of LOI does not guarantee formal consideration for funding. Only groups selected by the Grants committee will be invited to submit full proposals.

2021 Grant Guidelines

WISH funds projects that address at least one of the following criteria:

- Responses to urgent and critical needs
- Bold new ventures; and/or
- New approaches to ongoing challenges

Eligibility

To be eligible for the grant from the community nonprofit pooled fund, a grantee must be a 501 (c) (3) organization and provide services in the following counties: Jefferson, Berkeley, Morgan, and Hampshire counties in WV; Frederick, Loudoun, and Clarke counties in VA; and Frederick and Washington counties in MD.

To be eligible for a grant from the Shepherd University pooled fund, a grantee must be recognized as an approved academic, athletic, cultural, or community service program carried out by students, faculty, and/or staff, and sanctioned by the supervising Vice President or Dean.

- The grant application stipulates that the organization must expend the full amount of the WISH grant in a time span of no greater than three (3) years. We will not consider grants for lesser amounts.
- Applications from organizations that are part of a government agency will not be considered for a WISH grant.
- Please do not submit any additional materials with the Letter of Inquiry. Any additional materials will be discarded.

LOI Due Date

All LOIs must **be received by March 15, 2021** to be considered. If you would like to receive a word version of the LOI, contact Meg Peterson at mpeterso@shepherd.edu. You may also copy and paste the LOI fields into a separate document. **All fields are required to be considered as a complete submission.** Please e-mail one copy of the LOI, a copy of IRS Determination letter (nonprofits *only*), a signed Statement of Sanction (Shepherd University Learning Projects *only*), and all attachments to mpeterso@shepherd.edu. You will receive an e-mail confirming receipt of your LOI submission.

If you do not have access to email, you may print and mail the materials to:

Shepherd University Foundation
PO Box 5000
Shepherdstown, WV 25443

For questions, call 304-876-5021. Request for full proposals will be issued by the end of March. **If you are invited to submit a full proposal, the deadline for submission will be May 15, 2021.**

Grant Size

Each **nonprofit** grant award (2 each) for the 2021 cycle will be \$31,250. Each **Shepherd learning project** grant award (2 each) for the 2021 cycle is will be \$31,250. Applicants must show a need for use of the entire high impact amount in a time span of no greater than three (3) years.



WISH LETTER OF INQUIRY

Due March 15, 2021 to be eligible for consideration

Organization Name:

Project Name:

Project Description (50-100 words maximum):

Contact Person and Full Contact Information (email, phone, mailing address):

Project Area Category- Please select the WISH project area category that will be served by this project:

Shepherd University Learning Program

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Athletics |
| <input type="checkbox"/> Cultural | <input type="checkbox"/> Community Service |

Regional Nonprofit Programs/Projects

- | | |
|---|--|
| <input type="checkbox"/> Arts and Culture | <input type="checkbox"/> Education |
| <input type="checkbox"/> Environment | <input type="checkbox"/> Health and Wellness |
| <input type="checkbox"/> Community and Family | |

Estimated number of people served by the project:

Estimated project budget (see attached example):

Names/Titles of staff, both full and part-time:

Names of any volunteer advisory board members:

Estimated number of volunteers working on project:

If possible, annual volunteer hours:

Number of years organization has been in existence:

Potential Impact (500 words or less):

Please describe the critical need, ongoing challenge, or bold new venture that your project and organization seeks to address, and how you plan to address this need. Describe the potential impact this investment of \$31,250 would have.

SAMPLE BUDGET

Expense Items (if needed, change expense item line to match your program)	Budget Year One	Budget Year Two	Budget Year Three
Fees			
Personnel Costs			
Supplies			
Related Program Costs			
Other			
Other			
Total Estimated Expenses:	\$	\$	\$

Income Sources (Please show allocation of full grant award amount)	Budget Year One	Budget Year Two	Budget Year Three
WISH Grant			
Other (explain)			
Other (explain)			
Other (explain)			
Total Estimated Income (Should equal expenses):	\$	\$	\$

WISH LETTER OF INQUIRY STATEMENT OF SANCTION
Shepherd University Learning Projects
Due March 15, 2021 to be eligible for consideration

Project Name:

College/School/Department:

Project Description:

Contact Person and Full Contact Information (email, phone, mailing address):

I verify that this Shepherd University program or project is fully recognized and sanctioned by the University.

Supervising Vice President/Dean Signature: _____