

U.S. WILPF'S GRANT PROGRAM INFORMATION AND GUIDELINES - 2017

The Women's International League for Peace and Freedom was founded in April, 1915 with the mission of advocating fundamental changes in economic and social relations to minimize the conflicts that erupt into war. For over nine decades women have worked to end war, and to confront and challenge oppression in all its forms. WILPF addresses a broad range of issues, and engages in study and education, direct action, and advocacy at the local, national, and international (UN) level. The WILPF grants program is broad, with our purpose being to support and nurture the work being done by Issue Committees, Branches and members, as well as fund new initiatives and emergent issues in a timely manner.

We fund projects that serve [WILPF's mission and vision](#) by building our program. We favor projects that can be shared and replicated and that will have a national impact. The tiered levels of funding, currently ranging from \$250 - 2,500, are designed for flexibility and a diversity of needs, and may fund small one-time projects, seed larger efforts to help procure outside funding, and strengthen and expand on-going work from the local to UN level.

Due to limited funds, we do not fund international travel. We do give funds for domestic travel as part of a program-related project. We are a volunteer organization and expect that the labor involved in this project is performed by volunteers. When contracted services are part of the project the provider may be a WILPF member or a like-minded organization or business that treats its workers and the environment in ways we value: union, fair trade, green. Contracted work must be put out for bid, and the person/ business contracted with may not be an author of this grant. The applicant or her branch, issue committee or family may not profit from this grant.

There will be 3 funding cycles, with application deadlines of February 15, June 1 and October 1. Notice of awards will be sent within 6 weeks. ***Emergency funding may also be available on a case by case basis.***

The Minigrant Committee consists of 1 Program Co-chair (US WILPF Board) and 4-6 WILPF members. Committee members are available to provide support to grantees during the project's duration, as well as to help evaluate its progress and outcomes.

Eligibility: All Issue Committees and Branches in good standing.

For a description of "Issue Committee" go to <http://wilpfus.org/story/forming-and-maintaining-issue-committee> and for "Branch" go to <http://www.wilpfus.org/sites/default/files/docs/BranchResponsibilitiesAndBenefitsApril2011.pdf>

Applications must be typed and submitted as attachments to emails. Submit to: programsupport@wilpfus.org

A final report must be submitted within 45 days of completion of the project.

Application and report forms may be downloaded from

<http://wilpfus.org/resources/minigrant-program>

Please review the REIMBURSEMENT policy at the end of this document.

If you have questions, or need help with this application, please email: programsupport@wilpfus.org or call committee chair Barbara West at 207-443-2899 (Eastern time zone!)

FACTORS CONSIDERED WHEN REVIEWING THE FUND PROPOSALS

1. **Political/ community need**- Does your proposal aim to meet a specific political need in your local or greater community that is new, or has been overlooked in the past? If so, please describe the communities or populations you envision working with, and the need/issue, and how you know there's a need (statistics, previous work, etc.)
2. **Collaboration**- Does your proposal involve collaboration with other branches and/or issue committees, or other grassroots organizations? If so, please describe. If issue is being addressed by other groups, please describe how they are representative of the communities, and what your intended contribution/ impact will be on the larger effort.
3. **Capacity and Movement building**-
 - a) Does your proposal help to build long-term capacity (increased involvement/ diversity, skills, and resources) in your community/ branch/issue committee? Can it be a model for, and replicated by, other WILPF branches and issue committees, and can the results of your proposal be shared/communicated with US WILF (and/or other activist organizations)? Innovative approaches are welcomed.
 - b) How does your work help build solidarity with Building the Beloved Community? Does it in some way confront white privilege or challenge other oppressive relationships? WILPF welcomes resources, observations and lessons learned; and to the best of our ability we will offer assistance and training to contribute to a positive outcome.
4. **WILPF's Mission**- Because we recognize that WILPF's mission is very long-term and difficult to realize, proposals articulating short-term achievable goals and clarity of strategy are greatly valued. While local, targeted goals that connect to WILPF's US or International program will be funded, priority may be given to those who have a proven track record of accomplishment with the greatest geographic reach.
5. **Leveraging resources**- WILPF's grant program seeks to complement the cultivation of outside funding, which will be supported by WILPF's Development committee and staff.

For **U.S. Section Vision and Mission Statement**

Go to: <http://wilpfus.org/story/vision-and-mission>

VISION STATEMENT

WILPF envisions a transformed world at peace, where there is racial, social, and economic justice for all people everywhere - a world in which:

- The needs of all people are met in a fair and equitable manner,
- All people equally participate in making the decisions that affect them,
- The interconnected web of life is acknowledged and celebrated in diverse ways and communities, and
- Human societies are designed and organized for sustainable existence.

**Expense Reimbursement Policy - Women's International League for
Peace and Freedom, U.S. Section
(Approved at November 2009 Board Meeting)**

Policy on advances and reimbursements for Board, Campaign, Committee, and other volunteer travel, phone, and other expenses.

Board Expenses

Board Lodging WILPF expects volunteers to be willing to share lodging in double or more rooms.

If a board member chooses housing other than what has been provided, she is responsible for making arrangements and paying any costs incurred.

Meals

Meals during travel to board meetings are not reimbursed. Breakfast and lunch will be provided at board meetings when possible, with a sliding scale cost announced at the meeting. Dinners will be at the board members' expense unless other arrangements are made.

Board Travel

Board members will be reimbursed for travel to Board meetings and are asked to make their own travel arrangements.

Travel by air should be reserved 21 days or more in advance to secure the most economical rate. If a Board member prefers to travel at a more expensive rate, reimbursement will be only for the cost of the economy-class ticket.

Car, shuttle, and other Board travel is only reimbursable as described below, under Travel and Transportation.

If a Board member needs the Director of Operations to make her plane reservation so it can be charged directly to the WILPF credit card, this request should be made at least 4 weeks before date of travel. Board members are expected to contribute on the sliding scale for food during board meetings. Reimbursement requests should be sent to the national office, attention Director of Operations, no more than six weeks from the Date of the expense. For further information on exceptions to the six-week deadline, see under WILPF Fiscal Year and Reimbursement Requests below.

Generally, other kinds of transportation (and certain other expenses) for Board meetings will be reimbursed in the same way as other official U.S. WILPF travel (and certain other expenses), as described below. Board members should review the entire Expense Reimbursement Policy.

Reimbursement for Non-Board Travel

When a WILPF member travels on National U.S. WILPF business other than travel for Board meetings, reimbursement from National funds is dependent upon that member properly complying with the guidelines specified below and elsewhere in this document.

To conserve WILPF's resources for maximum impact, these are the policies for expenditures on travel, lodging phone calls, and food. Additionally, these are the procedures for requesting advances and reimbursements. WILPF travelers should be sure to review these guidelines and policies substantially months before initiating travel.

Board members and other official National U.S. WILPF-budgeted travelers wanting reimbursement are expected to be current members of WILPF U.S. (life members, pledgers, or having paid dues within the past 12 months). Reimbursements and advances will not be paid to members who are not current.

Advances

No additional advances will be issued to anyone without proper submission of documentation to report on a previous advance.

All requests for large expenses to be paid for from the national office or provided as advances should be communicated to the national office in writing (e-mail or fax) a minimum of 3 weeks before the funds are needed; This allows for normal processing and use of normal mail services. Requests should clearly indicate: (1) the committee or project to which the expense should be charged, (2) the full name, address, and telephone number of the person to be reimbursed, (3) the purpose of the expense, and (4) all related receipts and/or documentation.

Travel and Transportation

WILPF will pay or reimburse for the most economical mode available to meet the need.

All of the travel expense reimbursement requirements described under Board Expenses, above, apply to non-board-meeting travel. This section describes additional policies.

In addition to the Board air travel policies cited above, WILPF will not reimburse for Amtrak Metroliner, Business Class, Acela Express or for car rental when public transportation is available. Special exceptions for program purposes may be made by approval of the Director of Operations (DO).

Car travel is reimbursed for distances up to 500 miles, round trip, by either of two means:

- 1) The current federal tax rate per mile in Appendix 1[2009 - \$.52 per mile] (\$260.00) plus tolls documented with receipts OR
- 2) Out-of-pocket costs for gas and tolls only, documented with receipts.

In particular cases, it may be to the financial benefit of WILPF for travel to be done by car. If this appears to be the case, the potential traveler(s) should submit to the Director of Operations (DO) a proposal for the travel involved, providing a comparison of the cost for car travel in contrast to public transit. Local (in city) travel and possible substantial time savings should be at least partially considered in such a proposal. The DO is authorized to approve such car travel when it is to the overall benefit of WILPF.

When in cities, and when without a car, only public transportation (including airport shuttles) will be reimbursed. If taxis are used, only the equivalent for public transportation will be reimbursed, unless there is a question of disability/accessibility.

Lodging

If a branch invites a board member to visit, the branch is responsible for paying for travel and providing housing.

To qualify for expense reimbursement, when a WILPF member travels on WILPF-budgeted business other than to Board meetings, every attempt should be made to find housing at no cost. WILPF expects volunteers to be willing to share lodging in double or more rooms. If a hotel must be reserved, the member may be reimbursed at half price of a double room at an extremely modest, yet basically secure, hotel per night.

If a board member visits a branch for organizational necessity, rather than by invitation, reimbursement for travel must be agreed to by the Finance Chair and other relevant people - depending on the nature of the visit. The member is required to submit the special request at least four weeks before travel, explaining the purpose of the trip and the budget. The President(s) and/or Finance Chair can make an exception to the four-week advance requirement at their discretion when urgent or opportune circumstances obtain. When the resultant new cost exceeds \$300 or the travel in question involves these officers, the agreement of the President(s) and the Finance Chair is necessary to make an exception.

Meals

For other (non-board) travel, meals are not reimbursed.

Telephone

[The FY 09 budget does not allow for this reimbursement] WILPF telephone calls can be reimbursed by sending the original or photocopy of the phone bill with a note indicating to which WILPF committee, account or project the expense should be charged. WILPF uses a free service for conference calls so most phone reimbursements cover only long distance charges for the call participants.

Use of the WILPF Credit Card

WILPF has an organizational Master Card which the full time staff is authorized to use for WILPF purposes with proper pre-approval. All credit card uses must be pre-approved in advance by the Director of Operations so that no charges on the bill are mysterious or surprising. The Director of Operations approves only those uses that fit within the approved budget. The credit card is not available to make any personal charges for either staff or WILPF volunteers.

WILPF Fiscal Year and Reimbursement Requests

WILPF uses the calendar year as its fiscal year and operates on the accrual basis. Board members, committee chairs, other volunteers and all staff are expected to submit any expense reimbursement requests and accounting for advances within six weeks of expenditure. Any request for reimbursement submitted after 6 weeks of incurred expense will not be made unless special arrangements are made with the Director of Operations, in writing, prior to the end of the six-week period. Expenses or anticipated expenses incurred from Nov 15 to Dec 30 must be communicated to DO prior to Dec 15, and request for reimbursement made in the usual 6 week timeframe.

Reporting

Financial reporting should include receipts for both reimbursement requests and for reporting on advances. All advances need to be reported and documented before another advance can be issued.

In addition to the financial reporting, attendance at conferences, meetings, protests, events, etc. should be reported on in writing for program development, membership building, and promotional purposes. Reports may be brief and not necessarily formal but should convey the purpose of attending and any particular links to WILPF and WILPF concerns.