Women's Professional Forum Foundation

Grant Application Questions - 2026 Grant Cycle

Application Deadline: January 31, 2026

This document provides a preview of all questions in the WPFF grant application. We recommend reviewing these questions before beginning your application.

The deadline to apply is January 31, 2026. The Board will select grant recipients at its March meeting, based on recommendations from the Grants Committee.

Questions marked as *required* must be answered to submit your application.

SECTION 1: ELIGIBILITY & GRANT TYPE

Required: Does your program serve women and/or girls in Guilford County, North Carolina?

Required: Please identify which WPFF purposes your organization/program addresses (check all that apply):

- Opportunities for women and girls to aspire to or further their careers
- Education and leadership development for women and girls
- Education of the public on the status and rights of women
- Recognition of achievements and contributions of women

SECTION 2: ORGANIZATION INFORMATION

Required: Organization Legal Name

Required: Organization Website

Required: Year Established

Required: Is your organization a 501(c)(3) or 501(c)(1) tax-exempt nonprofit?

Required: Employer Identification Number (EIN)

Required: Upload IRS determination letter or fiscal sponsorship agreement

If using a fiscal sponsor, provide:

- Fiscal Sponsor Name

- Fiscal Sponsor Contact Person
- Fiscal Sponsor Email

Required: Organization's Current Annual Operating Budget

Required: Number of Paid Staff (full-time and part-time)

Required: Organization's Mission and History - Describe your mission and provide a brief history including when founded, key milestones, and populations served *(200 words maximum)*

Required: Have you received WPFF funding in the past?

If you answered Yes, please indicate the year(s) and amount(s) of your most recent funding.

SECTION 3: CONTACT INFORMATION

Required: Primary Contact Person

- Name
- Title
- Email
- Phone

Secondary Contact Person (optional)

- Name
- Title
- Email
- Phone

Required: Mailing Address

- Street Address
- City, State, ZIP

SECTION 4: GRANT REQUEST DETAILS

You will complete either Section 4A OR Section 4B, depending on the type of funding you request.

Required: Amount Requested

Required: Type of Funding Requested

- General Operating Support
- Program/Project Support

SECTION 4A: FOR GENERAL OPERATING SUPPORT REQUESTS

Complete this section only if you selected "General Operating Support"

Required: What need does your organization address in the community, and who do you serve? *(150 words maximum)*

Required: What are your organization's current priorities and challenges? *(150 words maximum)*

Required: What are your organization's key programs and services? List 3-5, with brief description of each *(150 words maximum)*

Required: Approximately how many women and girls does your organization serve annually?

Required: How does your organization's work align with WPFF's funding priorities? Reference the focus areas you selected in Section 1 *(100 words maximum)*

SECTION 4B: FOR PROGRAM/PROJECT SUPPORT REQUESTS

Complete this section only if you selected "Program/Project Support"

Required: Program/Project Name

Required: Is this program new (launched within last 12 months or planned) or established? If established, when did it begin?

Required: Program Summary - 2-3 sentences describing what the program does *(75 words maximum)*

Required: What specific need does this program address? *(150 words maximum)*

Required: Program Activities - Describe what participants will experience or receive *(150 words maximum)*

Required: Briefly describe your implementation timeline *(75 words maximum)*

Required: How many women and girls will participate in this program during the grant period?

Required: How does this program align with WPFF's funding priorities? Reference the focus areas you selected in Section 1 *(100 words maximum)*

SECTION 5: BUDGET

All applicants complete this section

For General Operating Support requests, enter the annual operating budget. For Program Support requests, enter the total program budget.

Required: Total Project/Organization Budget

Required: WPFF grant request as percentage of total budget

Required: Budget Document Upload

You will be asked to upload a budget document (spreadsheet or table format) that shows:

For program support: Total program budget including all revenue sources (committed and pending) and expense categories. Clearly indicate which expenses will be covered by WPFF funds.

For general operating support: Either your full organizational budget OR a simplified budget focusing on areas where WPFF funds will be applied. If submitting a simplified budget, include total organizational budget amount for context.

All budgets should show:

- Revenue sources with amounts (WPFF request + other funding)
- Expense categories with amounts (personnel, program costs, operations, etc.)
- Clear indication of which line items are supported by WPFF funds (you may highlight, bold, or add a column)

Required: Budget Narrative - Explain how WPFF funds will be used. If you have other funding sources, briefly describe them *(150 words maximum)*

SECTION 6: EVALUATION & OUTCOMES

All applicants complete this section

Required: What will WPFF funding help you achieve?

- For general operating support: How will this grant strengthen your organization's work?
- For program support: What specific goals and outcomes will this funding support? List 2-4 measurable goals *(150 words maximum)*

Required: How will you evaluate success and measure impact? What data will you collect? How will you know if goals are met? *(150 words maximum)*

SECTION 7: ADDITIONAL INFORMATION

Is there any additional information you would like us to consider? *(150 words maximum)*

SECTION 8: CERTIFICATION

By submitting this application, you will be asked to initial each statement below to certify on behalf of your organization that:

- All information provided in this application is accurate and complete.
- We will provide any additional information requested by WPFF in considering this application.
- If funded, we will submit required progress reports in December 2026 and June 2027.
- If funded, we will promptly notify WPFF of any significant organizational or programmatic changes that may affect the grant-funded work (including changes in leadership, funding, or program design).
- We understand that persistent inability to achieve stated outcomes or improper use of funds may affect eligibility for future WPFF funding.
- We understand that grant funds must be used for the purposes described in this application.

An authorized representative of your organization will be required to sign and date the application.

Questions about the application?

Contact the Grants Committee Chair: wpffgrants@gmail.com

Submit your completed application by January 31, 2026 at https://wpforum.org/womens-professional-forum-foundation/grants/