



## **Guidelines for LWVMA Lotte E. Scharfman Citizen Education Grant Program**

(Approved: August 6, 2012; revised: December 15, 2012; March 27, 2013; August 22, 2014; September 9, 2016, October 30, 2017, July 29, 2019, October 26, 2020)

**Purpose:** The League of Women Voters Lotte E. Scharfman Memorial Fund, known as the LWVMA Citizen Education Fund, a non-partisan public policy educational organization, is offering grants through the Lotte E. Scharfman Citizen Education Grant program. The purpose of the grant program is to encourage LWVMA local Leagues, Member- at-Large Units and individual Members-at-Large, to carry out citizen education and voter service programs, events and/or projects in their areas. The programs, events and/or projects should:

- Build citizen participation in the democratic process
- Study key community issues at all governmental levels in an unbiased manner
- Enable people to seek positive solutions to public policy issues through education and conflict management

### **Application Process**

- Grant Applications are considered once a quarter by the LWVMA Citizen Education Fund Review Committee and are available online at LWVMA.org. Grant Applications should be submitted to the Grants Coordinator listed on the application.
- Applicants are restricted to one Grant per fiscal year (7/1/ to 6/30).
- The Grant Review Committee reviews the Applications and makes recommendations to the Scharfman Trustees. The Trustees vote on the recommendations and report back to the Review Committee. The Review Committee, in turn, provides the Applicant with the final decision.
- To be eligible, Leagues that have previously received a Grant must have submitted their final report to the Grant Review Committee.

### **Applicants**

- The following are eligible for Scharfman Grants:
  - a local LWVMA League;
  - a LWVMA Member-at-Large unit in the process of becoming a local League; a group of Members-at-Large; or an individual Member-at-Large collaborating with one or more other organizations. Collaborating organizations must meet the nonpartisan requirements from LWVMA  
<https://lwvma.org/wp-content/uploads/2019/03/LWVMA-Local-League-Guidelines-for-Collaboration.pdf>
  - Multiple local Leagues may submit a collaborative grant for single programs, events and/or projects (see below for level of funding);
  - Preference may be given to local Leagues with limited existing resources.

### **Program, Event and/or Project Requirements**

The IRS and LWVUS criteria for use of tax deductible (501(c)3) funds must be followed, as listed below.

1. The programs, events and/or projects must:
  - be educational and be completed for the purpose of informing the public in a fair and objective manner;
  - be open to the public;
  - serve the general public, not League members exclusively; provided programs, events and/or projects funded in whole or in part with a Grant from the Education Fund, speakers may talk about League activities and encourage attendees to join. And, Membership material may be available to attendees.
  - follow the LWVMA forum guidelines  
<https://lwwma.org/wp-content/uploads/2019/07/06-Debates-and-Forums-Policy.pdf>
  - when partnering with one or more other organizations, these organizations must be consistent with LWVMA non-partisan policy  
<https://lwwma.org/wp-content/uploads/2019/07/02-LWVMA-Nonpartisan-Policy.pdf> and [LWVMA policy on collaboration](#)
  - be consistent with the LWVMA policy on: diversity, equity and inclusion  
<https://lwwma.org/wp-content/uploads/2019/07/03-LWVMA-Diversity-Policy.pdf>
2. The programs, events and/or projects must not
  - be structured to advocate a particular position on legislation or urge any action that affects legislation (federal, state or local):
  - involve the development of a League position by consensus or other form of agreement, nor can it promote a League position:
  - involve work with political parties or candidates for office, other than nonpartisan voter service activities;
  - be designed to influence the outcome of an election;
  - be related to League membership activities; or
  - be used to promote and/or support the membership recruitment or membership maintenance activities of any League. Education Fund resources cannot be used to promote League membership. This includes using Grant Funds for the development of Membership materials.

#### **Uses of grant funds**

- Carrying out an educational program or event, such as space rental, printing, publicity, speakers, performance; on-going or recurring projects such as Voter Service Guides, Know Your Town, updating of educational materials.
- Starting a new program, such as voter registration at the local high school, monthly topic series, video production, starting a voter information or civic education website.
- Purchasing local League banners.
- Local Leagues may request up to \$125 of any \$300 grant (or \$250 for multiple League grants) request to be used for signs.
- For a list of projects awarded grants over the past years, click [here](#).

#### **Acknowledging the LWVMA Citizen Education Fund**

The awardee should make every effort to acknowledge the Fund in printed or posted materials relating to the approved project. Suggested statement: "This event [or program] was [partially] funded by the League of Women Voters of Massachusetts Citizen Education Fund."

### **Unacceptable uses of grant funds (other than those listed under requirements)**

- Excessive expenditures for venues, equipment
- Refreshments
- Donations to other organizations
- Funding for the development of Membership materials does not qualify for a grant

### **Follow up**

- Final Report must be submitted to the Chair of the review committee within thirty (30) days of the completion of the program, event and/or project. A template for the report is [here](#).
- The Chair will make the reports available to the Lotte E. Scharfman Trustees at the end of the project.
- For programs and events, the report should include the date of the event or program, attendance, description, and a program or handout from the event, press release, etc. For a project, a summary of the project, date completed, examples of product, news releases, etc. should be submitted. Total cost of any program, event and/or project should also be included.
- A template for this report is available [here](#).
- The LWVMA Citizen Education Fund may want to publicly display all or portions of any program produced with Education Fund monies.
- Leagues must keep records of their award(s) for seven years.

### **Funding the Program**

Current budget for the Grant program is available on the [LWVMA website](#)

### **Funding Limits**

- The requested amount for a single League or two collaborating Leagues working on the same project in a given funding cycle should not exceed \$300.
- Three or more Leagues collaborating on a single project may request \$600 in a given funding cycle. Applicants should research the costs before applying in order to make their budget as realistic as possible.
- An itemized budget must be submitted with the application.

### **Scharfman Grant Review Committee**

- Any member in good standing of the LWVMA can serve on the review committee. For more information contact the Grants Administrator whose name is on the grant application.
- The Grant Review Committee shall report to the LWVMA Citizen Education Fund Board of Trustees.
- The Review Committee will be given approximately 10 days to review the grant applications.

- The Review Committee shall submit its recommendations to the Trustees, who in turn will determine how many of the projects can be funded in a given cycle.
- It is the responsibility of the Review Committee to determine if the project meets the criteria for funding.
- The Review Committee will determine if any member of said committee has a conflict of interest with any of the applications and, if there is, take appropriate action.
- The Committee will make every effort to fund grants that meet the criteria. However, subject to funding availability, it may be necessary to adjust the amount awarded.