

**2017 Grant Application**

*Deadline for submission is Friday, January 13, 2017, 12:00 noon*

*Form may be duplicated.*

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chief Staff Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your organization have 501(c)(3) status? YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_

If no, has the organization applied for it? YES \_\_\_\_\_\_\_\_\_\_ Date applied \_\_\_\_\_\_\_\_\_\_

NO \_\_\_\_\_\_\_\_\_\_ Please attach explanation.

Is your organization funded by United Way? YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_

Is your organization licensed? YES \_\_\_\_\_\_\_\_\_\_ NO \_\_\_\_\_\_\_\_\_\_

If yes, by whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year organization was started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total annual organization budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project Budget: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of grant activity – Start: \_\_\_\_\_\_\_\_\_\_ End: \_\_\_\_\_\_\_\_\_\_

Signature of Board Chair/Executive Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please provide a short summary paragraph suitable for release to the general public if this application is chosen for funding. (Please limit this to no more than 4 sentences.)**



**2017 Grant Guidelines**

**Focus and Support**

* The maximum grant amount will be $7,000. (note: This is an increase from previous years)
* Grants are for one year only, but previously funded agencies can reapply annually. Agencies may potentially be funded for up to four (4) consecutive years. If an agency has four consecutive years of SMCF funding, it may not be funded for the two (2) years following the four year period.
* The St. Mary’s Community Fund focuses on institutions that directly benefit children (birth through late adolescence), foster development and learning, and promote a positive outlook for a child’s future. Possible program areas include education ***(but not through educational institutions or schools)***, human services, and arts.
* Grants should include start-up support for new programs or support for existing programs. *Grants should not include general operating expenses.*

**Instructions**

* Please submit ten (10) copies of the application. **Do not use any kind of notebook or binder.** Body text must be in Times New Roman and no smaller than 12-point font. Text must be single-spaced. Keep narrative to three pages – make it brief, yet thorough.
* Answer all of the questions listed below in order. *Incomplete applications will not be accepted.*
* Please organize your narrative using the headings, subheadings, and numbers provided below.

1. **Description of Project**
   1. Describe the purpose of your project.
   2. Include organized planning ideas and goals for the outcome of the project.
   3. Detailed budget page, including:

a. Project budget

b. Current operating budget of organization

* 1. List major sources of financial support over the past three years, including amounts.
  2. State the mission statement of your organization.

1. **Why implement this project?**
   1. Clearly define or demonstrate the need for this project. Include supporting data if applicable.
   2. Will you collaborate with any other organizations? If so, which ones?
   3. What other organizations are achieving the same goals as your project?
2. **How will this project be implemented?**
   1. Use specific terms to describe how the project will be carried out, including the steps that will be taken to complete the project.
   2. How could members of the St. Mary’s Community Fund volunteer or become involved with the project? If involvement with this project is not possible, how could they volunteer for your organization in other capacities?
   3. How would the St. Mary’s Community Fund be recognized by your organization if a grant is received?
3. **Who will the project serve?**
   1. What group(s) will be served or involved with the project? (Give detailed description, using target ages and/or grade levels, gender, locations/service areas, any special conditions or factors pertaining to participants FOR THIS PROJECT ONLY.)
   2. Realistically, how many people will be affected by the project? (Give specific numbers.)
4. **Objectives of the project**
   1. After completion, what measurable outcomes will have been accomplished?
   2. What effect on the community will the project have had?
   3. Will these effects be short-term or long-lasting? Explain.
5. **Evaluation for Previously-Funded Agencies ONLY**
   1. What programs/projects in your organization have been funded in the past by the St. Mary’s Community Fund and when?
   2. Specify how the funds were utilized.
   3. Were the funds sufficient to cover the entire program/project? If not, how were remaining funds obtained?

**ONE (1) copy of the following attachments must be included. If they cannot be included, please explain why.**

* + - 1. Most current audited financial statement with end of fiscal year information evident
      2. List of officers and board members including company/organization affiliation and position
      3. Copy of IRS Tax Exemption Determination Letter
      4. Photos and brochures from organization (optional)

**Please return completed application and materials to:**

*St. Mary’s Community Fund*

*c/o St. Mary's Episcopal School*

*60 Perkins Extended*

*Memphis, TN 38117*

**Must be received by:**

*Friday, January 13, 2017*

*12 noon*