

**St. Luke's Episcopal Church**

**Request for Grant Proposal  
#3**

**The Hal and Beth Meredith Outreach Fund  
to help underprivileged, destitute, and financially  
needy people in Madison County**

**Proposal Due Date: Friday, January 3, 2014**

**November 25, 2013**

## **I. Statement of Intent and Description of Services**

St. Luke's Episcopal Church is pleased to announce this Request for Grant Proposal #3 for a new project or expansion of a current project to help underprivileged, destitute, and financially needy people in Madison County. Funds for this Request for Grant Proposal are made possible through the Hal and Beth Meredith Outreach Fund. Proposers are required to show how their project helps underprivileged, destitute and financial needy people in Madison County. The individuals served by the proposed project must live in Madison County.

Two projects will be funded for a time period that begins January 15, 2014-December 31, 2014. The **maximum amount** of each grant that will be funded is \$25,000. Funds will be dispersed twice a year: one-half of the funds on January 31, 2014 and the remaining half on July 15, 2014. The successful recipient will be required to submit an invoice twice a year for payment. Submission of the first two quarterly reports will be required before the second disbursement of funds.

Based on performance of the agency project, resubmitted application, and the availability of funds, the project may be refunded for a second year from January 1, 2015-December 31, 2015.

## **II. Eligibility**

Only not-for-profit agencies defined by the Internal Revenue Services as 501 (c) (3) organizations are eligible to apply for funds from the Hal and Beth Meredith Outreach Fund. Proof of 501 (c) (3) status is required.

Proposers must submit one copy of the most recent audit conducted by an independent accounting firm.

Proposer must submit proof of insurance.

Proposer must submit quarterly and annual progress reports to the funder.

The proposed project must be a new project or the expansion of a current project.

## **III. General Instructions and Requirements**

The sole point of contact for this Request for Grant Proposal is Victoria S. Lake. She may be reached at West Tennessee Healthcare, 984-2160 or [vicki.lake@wth.org](mailto:vicki.lake@wth.org). Please address all questions regarding this Request for Grant Proposal to her.

One original and seven copies for a total of eight are due by 4:00 p.m. on Friday, January 3, 2014 at the following address. Proposals received after this date and time will not be reviewed and will be returned to the agency unread.

St. Luke's Episcopal Church  
309 East Baltimore  
Jackson, Tennessee 38301  
731.424.0556

Please place proposal in an envelope and mark plainly on the outside:

Response to Request for Grant Proposal  
Hal and Beth Meredith Outreach Fund  
Name of Your Organization

The review committee reserves the right to request additional information from any proposer during the decision-making process.

The funding decision will be made and announced by January 31, 2014, with the project to begin on January 31, 2014.

#### **IV. Allowable Costs**

The budget must reflect the costs associated with direct services to recipients. A line item budget and one-page justification of each item requested must be included with the application narrative. A cash or in-kind match is not required but if matching dollars are provided for the proposed project please include in the budget and explain in the budget justification.

The purchase of equipment is allowed but it must be shown that it will be used in the provision of direct services to recipients.

Travel costs are not allowed.

Funds are not available for construction or renovations.

Indirect or administrative are not allowed.

#### **V. Proposer Assurances and Requirements**

All proposers must submit the Letter of Transmittal for this Request for Grant Proposal which is signed by the individual legally authorized to bind the proposer to the activities and budget described in the proposal.

#### **VI. Proposal Format and Content**

The entire proposal must be in 12 point type, Times New Roman Font, and single-spaced. The maximum length of the proposal is 10 pages. Each of the sections below has page limits. Please

follow the section page limits. For evaluation purposes, the amount of points assigned to each section is listed.

### **Proposal Narrative**

#### 1. History of the Organization and Need for the Project- 20 points (2 pages)

Describe the history of your organization.

Describe any experience your organization may have as it relates to the proposal

Describe the community need for your project in quantitative terms using local statistics identifying the source of the data.

Identify any gaps in services in Madison County that your project will address.

#### 2. Goals and Objectives-20 points (2 pages)

Identify the goals, process, and outcome objectives for the project as related to the need for the project.

Identify a work plan and specific activities that will be undertaken to meet the goals and objectives

#### 3. Project Design -35 points (2 pages)

Describe the target population, the minimum number of individuals to be served.

Describe the overall services and specific activities to be provided by the project.

Describe how the proposed project will address the community need.

Describe how the proposed project will address any gaps in services in Madison County.

Describe when, where, and how often services will be provided for the target population.

Describe any innovative approach to the provision of services.

Describe any partnerships and involvement with other community agencies for the project.

#### 4. Evaluation-10 points (1 page)

Identify how you will measure the success of your project relative to the objectives.

Identify the performance indicators you will use to measure success, how you will collect and present the data.

#### 5. Staffing -10 points (1 page)

Describe staff qualifications for the project.

Include job descriptions for the proposal.

Include an organizational chart showing the position for the proposal

#### 6. Budget-5 points (1 page for budget, 1 page for budget justification)

Prepare a line item budget for a one year period that does not exceed \$30,000.

Prepare a budget justification that describes each line item.

## **VII. Proposal Order**

Please place your proposal in the final order.

1 original and seven copies

Transmittal Letter

Proposal Narrative

History of the Organization and Need for the Project

Goals and Objectives

Project Design

Evaluation

Staffing

Budget

Budget Justification

Job descriptions

Organizational Chart

1 copy of the following

Proof of 501 (c) (3) status

Most recent audit by independent accounting firm

Proof of insurance

**Letter of Transmittal for Hal and Beth Meredith Outreach Fund  
St. Luke's Episcopal Church**

I, \_\_\_\_\_, am legally authorized to bind \_\_\_\_\_  
Name and Title Grantee Name  
to the following assurance and submission requirements.

We assure that \_\_\_\_\_ is a non-profit 501 (c) (3) corporation.  
Grantee Name

We assure that this proposal activities and budget submitted by \_\_\_\_\_  
Grantee Name  
shall remain valid for a period of 90 days.

Please provide the following information:

Complete legal name as it appears on your corporate charter.

\_\_\_\_\_

Agency tax identification number \_\_\_\_\_

The person to be contacted regarding this proposal:

Name and Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_