

St. Martin's-in-the-Fields Foundation Cloak and Sword Fund Grants

INSTRUCTIONS FOR COMPLETING THE PROPOSAL

There are three sections to complete for the Cloak and Sword Fund grant proposal:

1. THE COVER SHEET
2. THE PROPOSAL, WITH ALL RELEVANT information
3. REQUIRED ATTACHMENTS

All three sections must be complete to be considered. Read all instructions before preparing a *Cloak and Sword* grant proposal. Applicants must follow the specified format, which they may replicate on a typewriter, word processor or in legible handwriting. Include all attachments requested. Provide two copies of the application to the Foundation. Do not use any type of binding, staples, folders or other fasteners.

Checklist For the Cloak and Sword Fund Proposal Process

1. Complete the Cover Sheet
2. Following the format given, respond briefly but completely, to all questions about your project.
3. Review the list of required attachments and be certain to include each or a clear explanation of why they are not applicable to your organization.
4. Have the cover sheet signed by two appropriate individuals from your organization.
5. Submit proposals by **January 31, 2014**.
6. Grants will be awarded approximately 60 days after the deadline for submission. Applicants will be notified about grant decisions after that time frame.

REQUIRED ATTACHMENTS:

Attach each of the following, or provide a clear explanation why they are not applicable to your organization's proposal.

- Documentation of tax-exempt status.
- Provide a project budget and narrative giving details for all expenditures listed in the project budget and an explanation how each expenditure contributes to the project. If there is a difference between the amount requested and the total project budget, explain what funds are committed and by whom to make up the difference.
- IRS Form 990, which is the income tax return for non-profits with incomes over \$25,000 a year. If this does not apply to your organization, please explain.
- Your organization's previous year's financial statement.
- Current year's budget and year-to-date expenditures.
- No more than three letters of support for the project or the organization from individuals knowledgeable about the organization, its activities and history.
- A list of the organization's board of directors

PROPOSAL FORMAT

To prepare the Cloak and Sword Fund grant proposal, please use the following format headings. The sub-headings are there to guide you in the Christian Formation of your proposal.

Do not exceed three typewritten pages. (Type size is 11 point)

Problem Statement

- What is the specific concern, challenge or opportunity you plan to address? What data support your statement?
- What has contributed to creating the situation in the community?
- How does this project address this issue, either directly or indirectly?
- What are available community resources, strengths and abilities or individuals in the organization, which may contribute to addressing the situation?

Target Population

- Specifically, who will your project target in addressing the problem?
- Explain why you chose the identified target population?

Vision

- What is your vision for resolution of the problem? Could it be achieved in the next 5 years?

Goals

- What do you intend to accomplish with your project?

Activities

- What exactly do you plan to do to achieve each goal?
- What services will be offered?
- How will they be delivered?
- What individuals and organizations will be involved?
- What is the schedule or time frame for activities?

Outcome Statements – each outcome statement should include:

- Who will change?
- What will change?
- By how much?
- When will change occur?

(Example: single mothers who participate in our program will successfully complete at least two thirds of the requirements to obtain their GED by the end of one year.)

Measurement

- What specific measurements will be used to determine the outcome of the project?
- What is the schedule for monitoring, evaluation and adjustment to project activities?

Results

- What has your organization done to improve the issue or concern you are addressing?
- What will you actually achieve? (Refer to each outcome statement.)
- How will you use the results to improve the program in the future?
- How will you disseminate information about the results of your project?

Future Funding and Activities

- How do you anticipate providing future funding for this project?

Cloak and Sword Fund

GRANT APPLICATION COVER SHEET

ORGANIZATION INFORMATION

Applying Organization Name: _____

Street Address: _____ Mailing Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____ E-Mail: _____

President/Executive Director: _____

Contact Person regarding the application: _____

Does your organization have a current IRS 501 (C)(3) not-for-profit status? _____ Yes _____ No*

*If no, explain: _____

Organization's Federal I.D. Number: _____

Total organization budget for past year: _____ Total budget for current year: _____

Number of years organization has been in operation: _____

Mission and purpose of applicant organization: _____

PROJECT INFORMATION

Nature of Request: _____ Project _____ Program _____ Other _____

Project Title: _____

Project Period: From _____ To _____

Amount Requested: _____

Geographic area served by the project: _____

Number of participants targeted for the program: _____

How did you find out about the Cloak and Sword Fund? _____

EXECUTIVE SUMMARY

(Please attach a one-paragraph summary describing the project for which funds are requested.)

SIGNATURES

Signature

Signature

Title

Title

Date

Date

BUDGET

<p>Please complete below the total project budget:</p> <p>Personnel (existing) \$ _____</p> <p>Fringe benefits \$ _____</p> <p>Personnel (new) \$ _____</p> <p>Fringe benefits \$ _____</p> <p>Equipment \$ _____</p> <p>Supplies \$ _____</p> <p>Other (specify) \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Total Project Budget \$ _____</p> <p>Total amount requested From Cloak and Sword Fund \$ _____</p>	<p>If the total project exceeds the amount requested, please list the source and amount of other funds applied to the project:</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Total other funds: \$ _____</p> <p>Please name the five largest funders over the past two years:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Please list the other organizations from which funds have been requested for this project and the status of the request:

Organizations:	Status (pending, declined, etc.):
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AUTHORIZATION

Executive Director/President Applying Organization	Chairman of Governing Body
Title	Title
Date	Date