

# The Sister Project

## 2018 Grant Application Form

### **PART ONE: THE ORGANIZATION**

#### **SECTION A: CONTACT INFORMATION**

On a separate sheet, list the below described information in a half page or less, double-spaced, with 12 point type and one inch margins:

1. Full legal name of organization
2. Physical address of organization
3. Website address of organization
4. Name, direct phone number, and email address of President/Executive Director of organization
5. Name, direct phone number, and email address of contact person (if other than President/Executive Director)

#### **SECTION B: BACKGROUND**

On separate sheets, list the below-described information in two full pages or less, double-spaced, with 12 point type and one inch margins:

1. Year organization established
2. Tax identification number (FIN #)
3. Total annual organization budget amount
4. Month and day or fiscal year
5. Total number of board members, total number of staff members, and total number of volunteers
6. Organization's mission statement
7. Description of population served (age groups, race and ethnicity, income levels etc.)

#### **SECTION C: FUNCTION AND VISION**

On separate sheets, list the below-described information in four full pages or less, double-spaced with 12 point type and one inch margins:

1. Name and description of all programs and services provided by the organization
2. Organizational goals and objectives (short-term and long-term)
3. Action steps planned for implementation of goals and objectives
4. The measures by which success is determined
5. How the organization makes known the Gospel of Jesus Christ

**SECTION D: IMPACT**

On separate sheets, list the below-described information in two and one-half pages or less, double-spaced with 12 point type and one inch margins:

1. The problem your organization seeks to impact and how your organization is uniquely qualified to meet that need.
2. The impact the organization intends to make as it solves this problem (upon each individual as well as the overall population)
3. The target population the organization intends to impact (specifically mention whether the target population includes women and children, and if so, to what extent) and why this is the target population.

**SECTION E: GRANT EXPENDITURE**

On separate sheets, list the below-described information in one and one-half pages or less, double-spaced with 12 point type and one inch margins:

1. How your organization will spend the \$80,000 grant award (Be specific and include a timeline of expenditure working with the 24 month time period)
2. How your organization will spend the \$10,000 grant award (Be specific and include a timeline of expenditure working with the 24 month time period)

**SECTION F: ORGANIZATION FINANCES**

On separate sheets, list the names of donors who contributed \$5,000 or more (for privacy purposes of individual donors, list first names only). Maintain 12 point type and one inch margins.

On a separate sheet, list the names of the three highest compensated employees, their title, and their salary amount. Maintain 12 point type and one inch margins.

Attach the following documents:

1. Copy of IRS Determination Letter
2. Copy of Form 990
3. Copy of organization’s most recent one year operating budget

**SECTION G: FINANCE SNAPSHOT**

Complete the following:

Total number of employees in 2016: \_\_\_\_\_  
Total number of employees in 2017: \_\_\_\_\_  
Total compensation from grants in 2016: \$ \_\_\_\_\_  
Total compensation from grants in 2017: \$ \_\_\_\_\_  
Total revenue from all sources in 2016: \$ \_\_\_\_\_  
Total revenue from all sources in 2017: \$ \_\_\_\_\_  
Total expenses for salaries & benefits 2016: \$ \_\_\_\_\_

Total expenses for salaries & benefits 2017: \$ \_\_\_\_\_  
Total expenses 2016: \$ \_\_\_\_\_  
Total expenses 2017: \$ \_\_\_\_\_

## **PART TWO: THE PROGRAM**

If your organization is seeking funding for a particular program established for a specified purpose under the umbrella of the organization as a whole, information specific to the program is needed, and completion of Part Two is required. If your organization is seeking funding for general operating expenses or some form of outreach that is not set apart as a specified outreach/program, completion of Part Two is not necessary.

### **SECTION A: PROGRAM BACKGROUND**

On separate sheets, list the below-described information in two pages or less, double-spaced with 12 point type and one inch margins:

1. Name of program for which funding sought
2. Date of establishment
3. Description of work performed through program
4. Description of how the program makes known the Gospel of Jesus Christ

### **SECTION B: PROGRAM IMPACT**

On separate sheets, list the below-described information in two pages or less, double-spaced with 12 point type and one inch margins:

1. The problem the program seeks to impact and how the program is uniquely qualified to meet that need.
2. The impact the program intends to make as it solves this problem (the impact upon each individual as well as the overall population)
3. The target population the program intends to impact (specifically mention whether the target population includes women and children, and, if so, to what extent) and why this is the target population.

### **SECTION C: PROGRAM FUNCTION & VISION**

On separate sheets, list the below-described information in four full pages or less or less, double-spaced, with 12 point type and one inch margins:

1. Short-term and long-term goals of program
2. Action steps planned for implementation of goals
3. The measures by which success will be determined

### **SECTION D: PROGRAM BUDGET-** attach most recent annual program budget