

# The Sister Project

## 2018 Grant Instructions

Welcome to The Sister Project's 2018 grant term. We are seeking to fund ministries who meet the needs of women &/or children while making known the Gospel of Jesus Christ. This year we will be awarding a total of three grants: one \$80,000 grant and two \$10,000 grants. The grant dollars will be awarded in the late spring and will need to be expended within a two year period.

In order to receive our funding, each applicant must comply with the application process. The process consists of:

1. Completing the uploaded application form.
2. Attaching all documents requested in the application form.
3. Creating and including a "Day in the Life" video.
4. Sending all of the above through the mail post-marked no later than **February 5, 2018**.
5. Emailing all of the above minus the attachments via Dropbox or Google Drive **before midnight on February 6, 2018**.

\*Mail the "hard copy" to:

The Sister Project, care of Debbie Ledoux  
2 Buckingham CT.  
San Antonio, TX 78257

\*Email a copy of the application (minus the attachments) through Dropbox or Google Drive to: [debledoux12@gmail.com](mailto:debledoux12@gmail.com)

### ***STEP 1: Completing the Application Form:***

READ IT OVER IN ITS ENTIRETY BEFORE BEGINNING TO ANSWER THE QUESTIONS INCLUDED. Allocate the necessary time for each section. Concise answers are appreciated—do not feel it necessary to use all of the space allowed for each answer. However, be sure to explain all of your answers fully and with enough detail to convey an accurate understanding of how your ministry operates.

***STEP 2: Attaching the requested documents:***

With the deadline in mind, carefully determine if all of the requested documents are within your immediate possession, or whether arrangements need to be made to secure them. Email Debbie Ledoux at [debledoux12@gmail.com](mailto:debledoux12@gmail.com) if you have any questions or concerns.

***STEP 3: Creating and including the “Day in the Life” video:***

A “Day in the Life” video is intended to provide our Selection Committee an idea of what your ministry looks like on a day to day basis. We are interested in **SEEING** what types of needs you are confronted with, who is in need of your services, who is on the ground providing those needs, and what you plan to do with the grant dollars if you win \$80,000 and if you win \$10,000. We want to **SEE** your heart, your staff, your provision and the difference it makes in the lives of those affected. We want to **SEE** how you share Jesus, how you make HIS NAME GREAT, and how you love others as He does.

The video can be **no longer than 20 minutes**, and should be in MP4 format. It does not need to be formal at all and can quite effectively tell your story through the use of a simple smart phone recording. Feel free to use a video already in use for marketing purposes as long as it addresses the information above. Often, applicants will either create something specifically for this application or will combine some marketing material with newly-created footage that provides detailed information concerning the \$80,000 and \$10,000 grant expenditure.

***STEPS 4 and 5: Mailing and Emailing:***

All deadlines are strictly enforced. Be sure to comply with both deadlines for the mailed application and the emailed application.

Once the applications are received, they will be reviewed by our Grant Finance Committee to validate financial strength and viability. Our team of accountants and financial experts will carefully look over the application form as well as the attachments. They function as a

“screening process”, and will recommend those applicants they believe are worthy of our financial investment to the Selection Committee for further review.

The Selection Committee will then meet and review all recommended applications. They will vote on whether to exclude applications the Grant Finance Committee has not recommended. The Selection Committee will focus on the application forms and the Day in the Life videos.

The two committees will meet and review applications between February 6, 2018 and March 1, 2018. On **March 5, 2018**, after the Selection Committee has prayed corporately as well as individually, and then cast their votes accordingly, the three finalists will be announced via email. The three finalists are the three ministries who receive the three highest number of votes from the Selection Committee members.

The finalists will appear at our annual Gathering (a luncheon) on April 6, 2018. Please prepare to have a representative(s) available on that date.

This entire process is bathed in prayer by our involved committees as well as our entire sisterhood. We firmly believe that God knows who should receive our funds each year and directs us toward those ministries. We request that all applicants also remain in a posture of prayer throughout the entire process.