**Grant Application Form**

**Interfaith Social Action Council of Sun City Center, Florida**

**GRANT YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. What is the name of your organization?**

**2. What is the title of your project?**

**3. Document a need for your project.**

**4. How will you meet the need documented in Section 3?**

**5. What is the target group for your project?**

**6. What is your long-term goal?**

**7. How will you evaluate your project?**

**8. How will you promote the receipt of funding?**

**9. Please list here any non-ISAC funding you receive.**

**10. When do you plan to file the final report?**

**11. Please attach or insert your last audited financial statement and/or balance sheet.**

[**Note**: All sections must be completed. If they are not, then the committee will not consider the application. Be sure to read and follow the instructions for filling out the entire application form. Section 11, the final report, has a separate form.]

**Instructions for Grant Application Form**

**Interfaith Social Action Council of Sun City Center, Florida**

**[Important note to applicant**: You are **required** to complete all sections. Any sections left blank, will result in the Committee rejecting the application.]

**Date submitted**: Simply enter here the date when you are sending your email attachment. Email headers are acceptable forms of submission-date evidence, **but** **still be sure to enter the date.**

**1. What is the name of your organization?**

Insert the name of your parent organization, not the name of your project.

**2. What is the title of your project?**

Make it short, but comprehensive.

**3. Document a need for your project****. (300 words or less. Be as concise as possible)**

First, describe the need you propose to meet, and then present some sort of objective documentation demonstrating that this need exists. Statistics or sociological explanations are not required, but enough reasonable evidence documenting an actual need is necessary to enable the committee to evaluate the seriousness of the need you have described.

**4. How will you meet the need documented in Section 3? (300 words or less)**

In this section you present a description of how you intend to meet the need you documented in section 3 above. First, present a narrative description of what you propose; second, insert a **required** proposed budget list showing line items describing specifically what the requested funds will be spent on.

The budget should be presented in the following format with two columns: List in the left column a description of an item you need funding for (such as an event, an activity, or a piece of equipment). To the right of each item, list the amount you have proposed to budget for that item. At the bottom of the list, type the word “Total” in the left column, and the total monetary number of budgeted items in the right column.

Inserting the budget in the form of a Microsoft WORD or Excel spreadsheet is helpful, but not required. A simple list is acceptable. If you wish to present your list in the form of a table, then separate directions are provided showing how to make a table.

**Important**. Before describing your proposal, be sure to take notice in the paragraphs below of what the Interfaith Social Action Council (ISAC) will and will **not** fund.

**(A) What We Will Fund.**

* We offer support to purchase, repair, or update equipment necessary for the execution of a proposal. Our primary, but not exclusive, interests focus on health, education, and human services although we also have interests in cultural and community enhancements benefiting more than a few persons and more than one entity.
* We support payments for rent, utility bills, food, and medicine if, and only if, they are given directly to third parties (i.e., to the clients of the applicants) and **not** to the grant applicants themselves.

**(B) What We Will Not Fund.**

* We do not fund clubs or individual people.
* Salaries for persons employed by the agency submitting a grant application.
* Publicity or administrative fees such rent, rent deposits, security deposits, insurance, and utility bills incurred by the grant applicants.
* In short, we do not support what the committee considers administrative expenses consisting of expenses incurred by the applicants or by third parties rather than those expenses incurred by the clientele of applicants.

**5. What is the target group for your project? (300 words or less)**

First priority is given to grant applications submitted from organizations physically located within the boundaries of our geographical area, which consists of the Alafia River on the North, Hillsborough County line on the East and South, and the Tampa Bay Shoreline on the West. Organizations not physically located within our service area must submit documentation showing the estimated percentage of students, clients, or patients being impacted or served within the boundaries of our service area.

**6. What is your long-term goal? (300 words or less)**

A long-term goal simply represents what it is you hope will continue or will supplement your documented need after the grant expires.

**7. How will you evaluate your project? (300 words or less)**

Be as specific as you can and mention who will do the evaluation. The proposed evaluations should present both your clients’ and your own opinions regarding how well the project succeeded in meeting the documented need. Additional third-party evaluations are especially encouraged. Surveys and focus groups are two ways you can conduct an evaluation. The results of your evaluations must be included in the final report.

**8. How will you promote the receipt of funding? (300 words or less)**

The committee feels promotion is of paramount importance because it makes our community aware of the good work being done in its midst. Describe here how your organization will promote and publicize our support. The *Sun City Observer*, *The News of Sun City News Center*, the Sun City CenterFacebook Page, your own organization’s Facebook page, the Brandon Section of the *Tampa Bay Times* are examples of media that will accept your publicity. You also can insert an article in your organization’s newsletter, make announcements at dinners or meetings of your organization, display on marquees, and display on classroom TV. Be sure to include the Interfaith Council’s logo in your organization’s communication instruments. Photos are especially encouraged because they tend to draw attention to publicity articles.

In addition, you are required to present evidence of your promotional publicity in your final report. Copies of news stories and photos are **not** required but are strongly encouraged.

**9. Please list here any non-ISAC funding you receive. (300 words or less)**

If you have requested funds from a granting agency other than the ISAC for your proposed project, then list each of those agencies and their contact information, including postal and email addresses, and telephone numbers. If an agency did not fund your request, then present here their rationale for their decision. You do not need to note here funds you have applied for but have not yet received. If you do receive funds from another agency for this same project, then you must tell us the name of the agency and the amount you received.

**10. When do you plan to file the final report?**

Simply insert here a date reflecting your best guess. A final report is due no later than a year after you receive funding. A separate document provides instructions for how to fill out the final report form.

**11. Please attach or insert your last audited financial statement and/or balance sheet. (300 words or less)**

You may be familiar with the saying that sometimes you can’t see the forest because of the trees. This saying means too much detail hides an essential message. So, if your organization’s financial statement is longer than a single full page, then, instead of giving your complete financial statement, present an edited version giving just enough, but no less, information enabling us to see that you are unable to fund your proposal from your own budget.

**Overall Instructions**

Your completed cover letter and grant application form may be attached as a Microsoft WORD document or a Microsoft WordPad document to an email sent to **isacofscc@gmail.com**. Do **not** send a PDF document or a paper copy. [The email address is an abbreviation of “**I**nterfaith **S**ocial **A**ction **C**ouncil **o**f **S**un **C**ity **C**enter.”] If you have questions, you may contact Grant Committee Chairman, Nick Caleca by email also at isacofscc@gmail.com or by telephone at 314-703-6789.

**NOTE:** Only emailed applications accepted. No hand delivered or USPS copies accepted.

We accept grant applications from December 1st through 11:59 p.m. January 15th. Therefore, the firm deadline for submitting complete proposals is January 15th. An acceptable proof of date sent is an email-displayed date, but **still enter the date on the application form**.

You certainly may request help from the committee in filling out an application but be sure to do so when there still is sufficient time remaining to revise your application.

You may also schedule an appointment prior to applying for a grant. Make your request to [isacofscc@gmail.com](mailto:isacofscc@gmail.com). Place “Grant Application Questions” in the subject line.

**Microsoft WORD:** If you obtained the report form as a Microsoft WORD file, then simply fill it out also using Microsoft WORD or Microsoft WordPad and submit it to [**isacofscc@gmail.com**](mailto:isacofscc@gmail.com), with subject line: Grant Application. (Note: isacofscc is an abbreviation of Interfaith Social Action Council of Sun City Center.)

**Note: You cannot fill out the form online.**

**Helpful Hints for How to Make the Table Required in Section4.**

To make a table so that your list of projected expenses in Section 4 is easy to read, you can use one of the two sets of instructions below, or you can simply space between the item names and their costs on the same line.

**Directions for When You Are Using tabs:**

Simply type the name of an item, press the tab key, and then type the cost of that item. Hit the enter key to reach the next line in your document.

**Comment**: This is a perfectly acceptable method, but if the names of the items vary in length, then the cost section entries may not line up. Thus, you may have to press the tab key or press the space bar more than once to force the cost amounts to line up as closely as possible. It is **not** necessary, however, to line up the cost amounts exactly. You need only to type the cost amount numbers of each item to the right of each item name.

**Directions For When You Are Using the Table Feature:**

1. In Microsoft WORD, you access the table feature by clicking on the Insert tab at the top of the page.

2. Click the icon of the table.

3. Pass the mouse over the top two horizontal boxes then click the mouse.

**Option**: You also can pass the mouse down the first two sets of boxes and then click as a way to add more lines to your table.

4. You will notice that the box has borders; please leave the borders on.

5a. You can change the width of the boxes by hovering the cursor over the center line separating the left and right boxes until it turns into a line with arrows on each side, one arrow facing left and one arrow facing right.

5b. Next, click and drag this center dividing line until you are happy with the width of the two boxes. Probably, you will want the left box to be wider than the right box because the length of the cost amount number will not take up as much space as the length of the name of its associated item.

6. Once you release your finger from the mouse, the table will remain on the page.

7. To add rows (or lines) to the table, the cursor must be in the bottom right box of the table. Do **not** press the enter key. Instead press the tab key. Another row or line of boxes will appear.

8. If you want to erase the entire table, then either click in the table or pass the cursor over the table to see a little square box appearing at the top left of the table. Click that square box. When the dialog box appears, click delete.

9. To exit from the table, do **not** press the enter key. Instead, move the cursor to a line or space below the table and click.

Below is an example of using the **space bar** to make a table. The periods are shown simply to represent spaces. Do **not** show the periods or space representations in the grant table.

**Name of items . . . . . . . . . . . . . . . . . . . . . . . . . . .Cost**

Name of first item . . . . . . . . . . . . . . . . . . . . . . . $10.00

Name of second item . . . . . . . . . . . . . . . . . . . . . $20.00

Name of third item here, which may be long . . . $30.00

**Total cost . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $60.00**

Below is an example using **tabs** to make a table. The arrows are shown simply to represent tabs. Do **not** show the arrows in the grant table.

**Name of items** → → → → → → → → → → → → → →→ → →**Cost**

Name of first item → → → → → → → → → → → → → → → → $10.00

Name of second item → → → → → → → → → → → → → → . .$20.00

Name of third item, which may be longer than the others → →→ → → →→ $30.00

**Total cost** → → → → → → → → → → → → → → →→ → **$60.00**

Below is an example of what a Microsoft WORD **table** or an inserted Excel **table** might look like.

|  |  |
| --- | --- |
| **Name of items** | **Cost** |
| Name of first item | $10.00 |
| Name of second item | $20.00 |
| Name of third item, which may be longer than the others | $30.00 |
| **Total cost** | **$60.00** |