



St. Thomas of Villanova Parish
1229 East Lancaster Avenue • Rosemont, PA 19010
(610) 525-4801 www.StThomasOfVillanova.org

Grant Proposal Guidelines

Thank you for applying to St. Thomas of Villanova Parish for a grant to help support the mission of your nonprofit.

Please follow these guidelines as you prepare your package.

Your completed grant proposal package should contain the following, **in this order**:

- A brief introductory letter from your executive director, on your company letterhead, introducing your organization.
- The Grant Proposal Cover Sheet (form A – Grant Proposal Cover Sheet)
- The Grant Proposal Narrative (form B- Grant Proposal Narrative)
- The Grant Proposal Attachments (form C – Grant Proposal Attachments)
- The Grantee Report and Narrative, if previously funded (form D – Grantee Report and form E – Grantee Report Narrative)

This package is in pdf format. You should be able to fill in most of the blanks on your screen using Adobe Acrobat. You can then print out the form with most of your information already filled in. Then simply attach your narrative and attachments and mail it to:

Stewardship Council Chair
St. Thomas of Villanova Parish
1229 East Lancaster Avenue
Rosemont, PA 19010

Deadline: Your application must be received by **April 30th** in order to be considered for the current year. Late applications will not be considered.

Awards: Grants are awarded at the end of June and distribution made in early July.

A. Grant Proposal Cover Sheet

Name of Organization _____

Legal Name (as designated on 501(c)(3)) _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Executive Director: _____

Current Board President: _____

Primary Contact: _____ Title: _____
(if different than above)

Phone: _____ E-Mail: _____
(if different than above)

IRS 501(c)(3) Nonprofit?

Yes (Please attach IRS designation letter)

No (Please attach written agreement from the fiscal agent)

Federal Tax ID # _____

Type of Grant Requested

Program/Project

General Operating Support

Other: _____

Name of Program/Project/Campaign: _____

Amount Requested: _____

Total Program/Project Budget: _____

Total Organizational Budget for 1 year _____ Fiscal Year End: _____

State your organization's mission: _____

Summarize the proposal and how it fits with the funder's mission and grantmaking priorities: _____

Have you previously applied to St. Thomas of Villanova Parish?
Yes
No

What is your connection with St. Thomas of Villanova Parish?

Is this request being submitted exclusively to this funder?
Yes
No

List of three largest funders in the last fiscal year and grant amount.

List the proposal's target population, constituents, and geographic communities:

Agreement

I certify, to the best of my knowledge, that all information included in this proposal is correct. The tax-exempt status of this organization is still in effect. If a grant is awarded to this organization, the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.

Signature of Executive Director

Date

B. Grant Proposal Narrative

The following outline is a guide. Please be succinct and clear. Your Grant Proposal Narrative should be **three pages maximum**, and should provide us with the information below **listed in this order**:

Organizational Background and Information

- Give a brief summary of your organization's history
- Describe your current programs, activities, service statistics – highlighting the past year – and cite how your programs fulfill the mission. Identify three of your organization's greatest successes; what are your greatest challenges?
- If applying for general operating support, list your organization's overall goals & objectives

Purpose of Grant

- For General Operating Support Requests:**
 - Describe how the request will enhance organizational capacity, sustainability and/or the achievement of measurable results for the organization
 - Describe how your organization assesses/evaluates its programs and cite examples of how you have applied the learnings from your evaluation.
- For Specific Project or Program Requests:**
 - Identify the issue or need to be addressed, providing evidence of size and/or severity. If applicable, provide demographic and geographic information regarding the community or population benefiting from or served by the request.
 - Explain your goals and objectives for this grant
 - How do you plan to accomplish your goals?
 - How will you measure the impact of the project?
 - Who will be responsible and what is their experience carrying out this project?
 - What is the anticipated timeline for implementing the request?
 - What are the challenges you anticipate during this program/project?
 - What will you do if you receive less or more funding than the desired amount? How will that change the project?
 - How will the results be publicized and communicated?

C. Grant Proposal Attachments

Please attach the following, **in the order listed**:

- Organizational Budget for the most recently completed fiscal year
- Current Profit & Loss Statement (if available)
- Itemized budget for how this grant will be used. Identify the amounts & sources of revenue; note which sources are committed or pending.
- Organization's most recent AUDITED statement, if budget is greater than \$100,000.
 - Include Form 990 if budget is between \$25,000 and \$100,000.
 - Include unaudited form if neither document is available.
- Latest Annual Report or Summary of Organization's Activities in the past year.
- Current List of Board Members and their affiliations.
- One-paragraph descriptions of key staff and their relevant qualifications.
- Letters of Agreement from any collaborating agencies, if applicable.
- IRS Determination Letter or written agreement from Fiscal Agent.
- Grantee report if previously funded
- Optional: letters of support, recent newspaper/magazine articles. Please use discretion in limiting additional attachments.

D. Grantee Report (if previously funded)

Amount Granted: _____ Grant Period: ____ / ____ to ____ / ____

Organization Name: _____

Address: _____

Name of Executive Director: _____

Name of Contact Person: _____
(if different than above)

Telephone: _____ Fax: _____ E-mail: _____

Project Name (if applicable): _____

Type of Grant Received:

Program/Project
General Operating Expenses
Other: _____

Signature of Executive Director

Date

E. Grantee Report Narrative

Results

- List the original goals and objectives of this grant. Were these goals met? What impact did this grant have on your organization, community and the specific population served?
- In what ways did the actual project vary from your initial project plans?
- If applicable, attach selected material related to the funded project: press or news items, brochures, letter of support, photographs, etc.

Lessons Learned

- What are the most significant results gained from this project, both relative to your organization and the audience you serve?
- What are the most important lessons your organization has learned from this project?
- If you were to undertake this project again, what would you do differently?

Financials

- Using the original budget included with your proposal, include a detailed, complete accounting of how the specific grant dollars from this grant were spent, including a project financial statement if appropriate.
- Provide narrative on any major deviations from the original project budget.
- Who else has funded this project, and at what level?