



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

## Stewardship Grant Proposal Guidelines

Introduction: Thank you for applying for a Stewardship Grant from St. Thomas of Villanova Parish to help support the mission of your nonprofit charitable organization. St. Thomas of Villanova Parish is a stewardship parish, which calls us to offer our time, talent, and treasure for the good of others. Our parish community is involved in many ministries, in addition to the Stewardship Grant process. Thus, should your organization need volunteers or other support (unrelated to the Grant Proposal) we invite you to contact the parish at [service@stvparish.org](mailto:service@stvparish.org) to explore inclusion of your ministry in the Parish Stewardship Handbook or engagement of parishioners for volunteer opportunities in your ministry.

The Grant Application: Please follow these guidelines as you prepare your package of materials. All materials should be submitted (hard copy) to the Parish by April 30.

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

1. A brief introductory letter from your executive director, on your company letterhead, introducing your organization.
2. The Grant Proposal Cover Sheet (Section A – Grant Proposal Cover Sheet)
3. The Grant Proposal Narrative (Section B- Grant Proposal Narrative)
4. The Grant Proposal Attachments (Section C – Grant Proposal Attachments)
5. The Grantee Report and Narrative, if the organization has previously received a grant (Section D – Grantee Report and Section E – Grantee Report Narrative).

This package is in WORD format. Complete and save the entire document, with the name of your organization. You can then print out this Application with your information completed. Then simply include this document and your attachments and mail the materials to:

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

**Deadline:** Your application must be received by **April 30<sup>th</sup>** 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.

Upon completion of all of the requested information, please execute the agreement at the end of Section A, signed by the Executive Director, on page 4.

## Section A: Grant Proposal Cover Sheet

1. Name of Organization:
2. Legal Name of Organization (if different):
3. Mailing Address:
4. Email:
5. Website:
6. Name of Executive Director:
7. Current Board President:
8. Primary Contact and Title:
9. Phone and email of contact (if different):
10. IRS (501) c Non-Profit?

\_\_\_\_\_ Yes  
\_\_\_\_\_ No

11. Federal Tax ID #:

12. Type of Grant Requested:

- a. \_\_\_\_\_ Program / Project
- b. \_\_\_\_\_ General Operating Support
- c. \_\_\_\_\_ Other (brief description)

13. **Amount Requested:**

14. Total Program/Project budget for one year (annual):

15. Total organizational budget annually:

Fiscal year (dates):

- 16. State your organization’s mission.
- 17. Briefly state how the Grant Proposal request fits with the Parish’s mission.
- 18. Have you previously applied to St. Thomas of Villanova Parish for a stewardship grant?

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

- 19. What is your connection (if any) with St. Thomas of Villanova Parish?
- 20. Approximately how many parishioners from St. Thomas of Villanova volunteer with your organization (if applicable)?
- 21. Is this request being submitted exclusively to this funder?

\_\_\_\_\_ Yes  
 \_\_\_\_\_ No

- 22. List the largest funders in the last fiscal year and the grant amount:
- 23. List the proposal’s target population, constituents, and geographical 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 the grant will not be distributed or used to benefit any organization or individual supporting or engaged in any unlawful activities.

\_\_\_\_\_  
 Signature of Executive Director

\_\_\_\_\_  
 Date

## Section B: Grant Proposal Narrative

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

### Organizational Background and Information

- A. Include a **brief summary** of your organization's history.
- B. Describe your current programs, activities, and service statistics – highlighting the past year – and cite how your program fulfills your organization's mission. Identify three of your organization's greatest successes. What do you view as your organization's greatest challenges?
- C. If applying for general operating support, list your organization's overall goals and objectives. (Note: in most instances, application for specific needs or programs are desirable.)

### Purpose of Grant

For specific project or program requests:

- ✚ Identify the issue or need to be addressed, providing evidence of the size and/or severity of the issue. 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 the grant (as applicable):
  - How do you plan to accomplish your goal?
  - How will you measure the impact of the project?
  - Who will be responsible and in what role to carry out the project?
  - What is the anticipated timeline for implementing the project?
  - What challenges do you anticipate?

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 and evaluates its programs and cite examples of how you have applied the learnings from your evaluation.

## **Section C: Grant Proposal Attachments**

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

1. Organizational Budget for the most recently completed fiscal year
2. Current Profit & Loss Statement (if available)
3. Itemized budget for how this grant will be used. Identify the amounts and sources of other revenue to be used (as applicable) and note what resources are committed or pending.
4. Organization's most recent AUDITED Statement, if budget is greater than \$100,000
  - a. Include Form 990 if budget is between \$25,000 - \$100,000
  - b. Include unaudited form if neither document is available
5. Latest Annual Report or Summary of Organization's Activities in the past year
6. Current list of Board Members and their affiliations
7. One-paragraph descriptions of key staff and their relevant qualifications
8. Letters of Agreement from any collaborating agencies, if applicable
9. IRS Determination Letter or written agreement from Fiscal Agent
10. Grantee Report, if previously funded (Sections D and E)
11. Optional: letters of support, recent media coverage of organization, or other relevant material. Please use discretion in limiting such additional attachments.

**Section D: Grantee Report (if previously funded)**

Amount Granted:

Grant period: (include dates)

Organization Name:

Address:

Name of Executive Director:

Name of Contact person (if different from above):

Telephone:

Email:

Project Name:

Type of Grant received:

- \_\_\_\_\_ Program or project
- \_\_\_\_\_ General operating expenses
- \_\_\_\_\_ Other (explain)

\_\_\_\_\_  
Signature of Executive Director

\_\_\_\_\_  
Date

## **Section E: Grantee Report Narrative (if previously funded)**

### **RESULTS**

1. List the original goals and objectives of the grant. Were the goals met? What impact did the grant have on your organization and/or on the population served?
2. In what ways did the actual project vary from your initial project plans?
3. If applicable, attach selected materials related to the funded project (i.e., media coverage, brochure, photos, letters of support).

### **LESSONS LEARNED**

4. What are the most significant results gained from this project, both relative to your organization and to the population(s) you serve?
5. What are the most important lessons your organization has learned from this project?
6. If you were to undertake this project again, what would you do differently?

### **FINANCIALS**

7. Using the original budget included with your proposal, include a detailed accounting of how the specific grant dollars from this grant were spent, including project financial statement(s) as appropriate.
8. Provide a narrative on any major deviations from the original project budget.
9. Who else funded the project, and at what level?