

# Interfaith Council Social Action Committee of Sun City Center, Florida

## Instructions for Grant Application Form

[**Important note to applicant:** You are **required** to complete the first nine sections to apply. If they are not completed, then the committee will not consider your application.]

### 1. Name of Organization with Federal ID number.

**Note to applicants:** If you don't have a federal ID number, then you must submit proof you are an IRS approved 501(3)(c) organization or a school with an 85-8012621971-c-8 designation.

### 3. Description of Need.

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

### 3. Description of How the Need Will Be Met.

**Note to applicant:** In this section you present a description of how you intend to meet the need you documented above. It requires first a narrative description of what you propose and second a proposed budget list showing line items describing specifically what the requested funds will be spent on.

The budget should be presented in the following form 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 an 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 amount 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 lists below of what the Interfaith Council Social Action Committee (ICSAC) will and will **not** fund.

**(A) What We Support.**

- 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 that benefit more than a few persons and more than one entity.
- We support payments for rent, utility bills, food, and medicine 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 Do Not support.**

- Salaries
- Administrative fees such rent, rent deposits, security deposits, utility bills incurred by the grant applicants.
- We do not support what the committee considers other administrative expenses, which consists of expenses incurred by the applicants rather than those expenses incurred by applicants' clientele.

**4. Target Group for Which Grant is Being Requested.**

**Note to applicant:** 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 percentage of students, clients, or patients being impacted or served within the boundaries of our service area.

## 5. Short-term and Long-term Goals.

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

## 6. How the Project Will Be Evaluated.

**Note to Applicant:** Be as specific as you can and mention who will do the evaluating. The proposed evaluations should present both your clients' and your own opinions regarding how well the project has succeed 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.

## 7. Promotion of Receipt of Funding.

**Note to applicant:** The committee feels promotion is of paramount importance because it makes our community aware of the good work being done in its midst. Describe how your organization will promote and publicize our support. The *Sun City Observer*, the *Sun City News*, the Sun City Center Facebook 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.

You also are required to present evidence of your promotional publicity in your final report. Copies of news stories and photos are strongly encouraged.

## 8. Last Audited Financial Statement and/or Balance Sheet.

**Note to applicant:** 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 that gives just enough, but no less,

information enabling us to see that you are unable to fund your proposal from your own budget.

### **9. Non-ICSAC Funding.**

**Note to applicant:** If you have requested funds from a granting agency other than the ICSAC for your proposed project, then list each of those agencies and their contract 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.

### **10: Final Report:**

**Note to applicant:** The final report is due no later than one year from receipt of funding. The following five items are required.

- (1) A narrative description explaining how you actually used the grant funds.
- (2) A line item budget of how the funds were dispersed. Include here the line-item budget from the description section with an additional column on its right, making it a three column budget. In the added column, list the actual expenditures for each line item. If the total amount of proposed expenditures is more than \$100 of the actual amount spent, then you must return the overage.
- (3) The results of your evaluations.
- (4) Copies of all of your promotional materials.
- (5) Any additional information you feel will help the committee understand the success of your project.

If, in the opinion of the committee, the final report shows that you applied the funds inappropriately to non-proposal items, then we may seek return of some or all of the granted funds.

Please note that a separate final report form exists and is required. A set of instructions for that form is available from the same place you found the grant application form.

## **Overall Instructions**

Send your completed cover letter and grant application form to the Interfaith Council of Sun City Center, P.O. Box 5342, Sun City Center, FL 33571, Attn: Grants Committee. If you have questions, you may contact Douglas Campbell, Committee Chair, at 813-938-1831, or you can email him at dscampbell2015@gmail.com.

We accept grant applications in the fall between August first and September 15th and in the winter between December first and January 15th. Therefore, the **firm** deadlines for submitting complete proposals are September 15th and January 15th. Acceptable proof of dates are a postmark or an email displayed date.

You 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.

### **What do with a printed copy of the application form**

You have two options, but we much prefer a printed copy.

**Option one:** Retype the form in a word processing program (such as Microsoft WORD) and then fill it out on a computer and print it.

**Option two:** Rewrite the form on another sheet of paper by hand as accurately as you can and then fill out each section in hand. You need to rewrite the form because the space between sections varies according to how much space you use to provide the required information, but the form, which is simply a model, provides of necessity the same space between each section.

### **What to do if you download a PDF copy of the application form**

Either convert it into a word processing document (such as Microsoft WORD) or, if you don't have a program that can make the conversion, then retype it as accurately as possible in a word processing document and fill it out on a computer.

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

### **Helpful Hints for How to Make a Table**

To make a table so that your list of projected expenses 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.

#### **Directions For When You Are Using tabs:**

Simply type the name of the item, press the tab key, and then type the cost of the 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 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 down arrow in the area to the left named "table."
3. Click the top two horizontal boxes and release the clicker.  
Option: you also can drag down the two boxes you have clicked to add more lines to your box.
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 right box to be narrower than the left one 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 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 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 appear 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 goes in the space, which may be long . . $30.00
Total cost . . . . . $60.00
    
```

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Below is an example of 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
    
```

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

<b>Name of items</b>	<b>Cost</b>
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
<b>Total cost</b>	<b>\$60.00</b>