

# ST. MARY'S

## Community Fund

### 2024 GRANT GUIDELINES

#### Focus and Support

- The maximum grant amount will be \$7,000. Grants will be issued in May 2024.
- Grants are for one year only, but previously funded agencies may reapply annually.
- Agencies may potentially be funded for up to four (4) consecutive years. If an agency has four consecutive years of SMCF funding, it may not be funded for the two (2) years following the four-year period.
- *The St. Mary's Community Fund sole focus is on Mid-South institutions which directly benefit children* (birth through late adolescence), foster development and learning, and promote a positive outlook for a child's future. Possible program areas include education (*but not through traditional schools*), human services, and the arts.
- Applying agencies must have proof of 501(c)(3) status and be able to supply audited financials or a Form 990.
- Grants should include start-up support for new programs or support for existing programs. *Grants should not include general operating expenses, including salaries of present or proposed staff. Exceptions can be made for contract work which is limited in scope.*

### 2024 GRANT APPLICATION

**Deadline for submission is Wednesday, January 10, 2024, 12 p.m.**

#### Instructions

- *Please submit the application (including the cover sheet and Parts A-F) in PDF format to [swhitten@stmarysschool.org](mailto:swhitten@stmarysschool.org).*
- Body text must be in Times New Roman and no smaller than 12-point font. Text must be single-spaced. Keep narrative (separate from cover sheet) to three pages—make it brief, yet thorough.
- Answer all of the questions listed below in order.
- Please organize your narrative using the headings, subheadings, and numbers provided within each part A-F.

**The following documents must also be submitted electronically with the application. If any cannot be included, please explain why.**

1. Most current audited financial statement with end of fiscal year information evident.
2. List of officers and board members including company/organization affiliation and position
3. Copy of IRS letter demonstrating 501(c)(3) status

**Refer all questions to:**  
Susan Whitten Graber, SMCF Director  
(901) 351-9363  
[swhitten@stmarysschool.org](mailto:swhitten@stmarysschool.org)



## **PARTS A-F**

### **A. Description of Proposed Project**

1. What is the mission statement of your organization?
2. Describe the purpose of your proposed project. Is it a pre-existing project, or a new one?
3. Detailed budget information, including:
  - a. Proposed project budget – specific, itemized breakdown of how SMCF grant monies would be spent
  - b. Current operating budget of your organization
4. List the major sources of financial support for your organization over the past three years, including amounts.

### **B. Why implement this project?**

1. Clearly define or demonstrate the need for your proposed project. Include supporting data if applicable.
2. Will you collaborate with any other organizations? If so, which ones?
3. What other organizations are achieving the same goals as your proposed project?

### **C. How will this project be implemented?**

1. Use specific terms to describe how the proposed project will be carried out, including the steps that will be taken to complete the project.
2. How could members of the St. Mary's Community Fund volunteer or become involved with the project? If involvement with this project is not possible, how could they volunteer for your organization in other capacities?
3. How would your supporters be informed about your organization receiving a St. Mary's Community Fund grant?

### **D. Whom will the project serve?**

1. What group(s) will be served or involved with the proposed project? (Give detailed description, using target ages and/or grade levels, gender, locations/service areas, any special conditions or factors pertaining to participants FOR THIS PROJECT ONLY.)
2. Realistically, how many people will be affected by the project? (Give specific numbers.)

### **E. Objectives of the project**

1. After completion of your proposed project, what measurable outcomes will have been accomplished?
2. What effect on the community will the proposed project have had?
3. Will these effects be short-term or long-lasting? Explain.

### **F. Evaluation-for previously-funded agencies ONLY**

1. What programs/projects in your organization have been funded in the past by the St. Mary's Community Fund and when?
2. Specify how the funds were utilized.
3. Were the funds sufficient to cover the entire program/project? If not, how were remaining funds obtained?

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## Community Fund

### GRANT APPLICATION CHECKLIST

*For applicant use only- does not need to be submitted with application.*

*Applications and supporting documentation must be submitted to [swhitten@stmarysschool.org](mailto:swhitten@stmarysschool.org) by **Wednesday, January 10 at 12 p.m.***

SMCF 2024 Grant Application

*\*\*\*Cover Sheet*

*\*\*\*Parts A-E (Approx. 3 page narrative in 12-point Times New Roman font)*

*\*\*\*PART F IS FOR PREVIOUSLY FUNDED AGENCIES ONLY.*

Most recent audited financial statement (electronic copy)

Officers and board members, including company affiliation and position (electronic copy)

IRS letter demonstrating 501(c)(3) status (electronic copy)

*Susan Whitten Graber, SMCF Director*  
*(901) 351-9363*  
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