



Grant Proposal Guidelines

The Torch of Wisdom Foundation supports scholarship, cultural arts, and community enrichment programs, primarily in Oakland County, Michigan.

Deadlines to submit grant applications

Grant applications are considered twice a year. Applications must be postmarked by **May 15 or November 15.**

What the Torch of Wisdom Foundation will not fund

- Individuals
- Political action or legislative advocacy groups
- Administrative or operational funding
- Programs seeking total funding
- Capital Funding

Your grant proposal must accompany the following information

Executive Summary

- Explanation why your organization is requesting grant
- Objectives of program
- How will funds be used

Purpose of Grant

- Statement of needs/problems to be addressed
- Target population to be served
- Project goals and achievements
- Indicate whether program is new or ongoing
- List community partners and volunteer involvement
- Indicate long term funding of this program at the end of the grant period

Attachments

- Budget Narrative/Justification
- Organization Information
- A copy of the current IRS determination letter indicating 501(c) (3) tax-exempt status.
- List of Board of Directors with affiliations

- Organization's current annual operating budget, including expenses and revenue. Most recent annual financial statement (independently audited, if available; if not available, attach Form 990).
- Letter of support
- Annual report, if available

Evaluation

All organizations issued grants will be required to submit Program Evaluation and Accountability of Funds.

- Must be submitted to TOWF within 30 days completion of Funded Program.
- Specific date(s) to be cited with issuance of check for approved grant(s).
- Define how success will be defined and measured
- How will evaluation results be used/disseminated
- Will/can the project be replicated
- Described participation of community partners in the evaluation process

Review/Decisions: The Torch of Wisdom Foundation's Board of Directors will review all proposals within 45 days after each deadline. Applicants are informed of the final decision 60 days after the deadline. You will receive official notification by U.S. Mail and/or electronic mail.

Send one original grant proposal to:

Torch of Wisdom Foundation, Inc.
P.O.Box 2787 –
Southfield, MI 48037
Attention: Proposal Evaluation Dept.

Phone: (248) 327-6815



COMMON GRANT APPLICATION COVER SHEET

Date of Application: _____

Legal name of organization applying: _____

(Should be same as on IRS determination letter and as supplied on IRS Form 990.)

Year Founded: _____ Current Operating Budget: \$ _____

Executive Director: _____ Phone number _____

Contact person/title/phone number (if different from executive director): _____

Address (principal/administrative office) _____

City/State/Zip: _____

Fax Number: _____ E-mail Address: _____

List any previous support from this funder in the last 5 years: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Dates of the Project: _____ Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature, Chairperson, Board of Directors

Date

Typed Name and Title

Signature, Executive Director

Date

Typed Name and Title



COMMON GRANT APPLICATION FORMAT

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. NARRATIVE

1. Executive Summary

Begin with a half-page executive summary. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if the grant is made.

2. Purpose of Grant

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- Who are the other partners in the project and what are their roles?
- Acknowledge similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Describe the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Describe the qualifications of key staff and volunteers that will ensure the success of the program.
- Are there specific staff training needs for this project?
- Long-term strategies for funding this project at end of grant period.

3. Evaluation

- Plans for evaluation including how success will be defined and measured.
- How evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Describe the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

- Grant budget; use the **Grant Budget Format** that follows, if appropriate.
- On a separate sheet, show how each budget item relates to the project and how the budgeted amount was calculated.
- List amounts requested of other foundations, corporations and other funding sources to which this proposal has been submitted.
- In the event that we are unable to meet your full request, please indicate priority items in the proposed grant budget.



5. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

B. ATTACHMENTS

- 1. A copy of the current IRS determination letter** indicating 501(c)(3) tax-exempt status.
- 2. List of Board of Directors with affiliations.**
- 3. Finances**
 - Organization's current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available; if not available, attach Form 990).
- 4. Letters of support** should verify project need and collaboration with other organizations.
(Optional)
- 5. Annual report**, if available.

GRANT BUDGET FORMAT (NEXT PAGE)

GRANT BUDGET FORMAT

Below is a listing of standard budget items. Please provide the project budget in this format and in this order.

A. Organizational fiscal year: _____

B. Time period this budget covers : _____

C. For **CAPITAL** requests, substitute your format for listing expenses. These will likely include: architectural fees, land/building purchase, construction costs, and campaign expenses.

D. **Expenses:** include a *description and the total amount* for each of the following budget categories, in this order:

Salaries	\$ _____		\$ _____
Payroll Taxes	\$ _____		\$ _____
Fringe Benefits	\$ _____		\$ _____
Consultants and Professional Fees	\$ _____		\$ _____
Insurance	\$ _____		\$ _____
Travel	\$ _____		\$ _____
Equipment	\$ _____		\$ _____
Supplies	\$ _____		\$ _____
Printing and Copying	\$ _____		\$ _____
Telephone and Fax	\$ _____		\$ _____
Postage and Delivery	\$ _____		\$ _____
Rent	\$ _____		\$ _____
Utilities	\$ _____		\$ _____
Maintenance	\$ _____		\$ _____
Evaluation	\$ _____		\$ _____
Marketing	\$ _____		\$ _____
Other (specify)	\$ _____		\$ _____

Total amount requested \$ _____ **Total project expenses** \$ _____

E. **Revenue:** include a **description and the total amount** for each of the following budget categories, in this order; please indicate which sources of revenue are committed and which are pending.

	<u>Committed</u>	<u>Pending</u>
1. Grants/Contracts/Contributions		
Local Government	\$ _____	\$ _____
State Government	\$ _____	\$ _____
Federal Government	\$ _____	\$ _____
Foundations (itemize)	\$ _____	\$ _____
Corporations (itemize)	\$ _____	\$ _____
Individuals	\$ _____	\$ _____
Other (specify)	\$ _____	\$ _____
2. Earned Income		
Events	\$ _____	\$ _____
Publications and Products	\$ _____	\$ _____
3. Membership Income	\$ _____	\$ _____
4. In-Kind Support	\$ _____	\$ _____
5. Other (specify)	\$ _____	\$ _____
 Total Revenue	 \$ _____	 \$ _____

GRANT EVALUATION/REPORT INSTRUCTIONS

Recipients of grants awarded through grant programs of the Torch of Wisdom Foundation, Inc. are required to complete and submit a grant evaluation report with in 30 days of the conclusion of your funding period, or as per the date provided with the issued check, whichever comes first.

Failure to submit a report may jeopardize your organization's eligibility for future competitive grants from TOWF.

What was your program focus of your programming?

Scholarship () Cultural Arts () Community Enrichment ()

ORGANIZATIONAL INFORMATION

Organization: _____ Date: _____
 Mailing Address: _____ City: _____ State: _____ Zip _____
 Contact Name: _____ Title: _____
 Email: _____ Phone: _____ Fax: _____
 Website: _____ Tax ID # _____

PROJECT INFORMATION

Project Name: _____
 Number of people served by project: _____ Project cost per person served: _____
 Project Service area (geographic): _____
 Target Population: _____

***PLEASE SUBMIT ADDITIONAL EVALUATION REPORT THAT INCLUDES THE FOLLOWING INFORMATION:**

- A brief description of your project outcome (100 words or less) project goals, benefits, and how the money was used.
- Specific Community Need that project met.
- Other organizations who participated in this project.
- How did you evaluate whether or not this program was successful?
- Did the program operate on the timeline outlined and within the budget included in your original proposal?
 - Provide detailed use of funds provided by this grant
- Did your results match your original goals and objectives? Yes No
- Will this program continue, and if so, how do you expect to fund it?
- Attach a program/project expense report.

Can you provide a story – or quote - that illustrates the impact of your program on the people served?

Can you provide a photo (preferably a digital version) depicting your program/participation in your program?