

Grant Process 2011

*A Guide for Applicants
Instructions for the Letter of Inquiry*

Sisters of St. Joseph Charitable Fund

A sponsored ministry of the Congregation of St. Joseph



The Sisters of Saint Joseph Charitable Fund is a resource and catalyst that continues and expands the health and wellness ministry of the Sisters of Saint Joseph. Our mission is to promote healthy and sustainable communities by providing financial assistance, strengthening collaborative relationships, and supporting local initiatives. Through this mission, we seek to enhance the rich gifts already found in local communities.

Introduction

The grants program is the primary means by which the SSJCF advances its mission to promote health and wellness within the Mid-Ohio Valley. The SSJCF actively seeks opportunities to partner with agencies and organizations through funding for projects that address significant health and wellness issues and that meet current grant criteria.

In general, SSJCF funding priority is given to proposals characterized by:

- A well-documented statement of a genuine and pressing health and wellness need
- An evidence-based strategy characterized as effective, efficient, collaborative and sustainable
- Proof of the applicant organization's ability to implement the project successfully
- Genuine collaboration among agencies, groups, and the community
- Practical use of other local resources

Who can apply for grants?

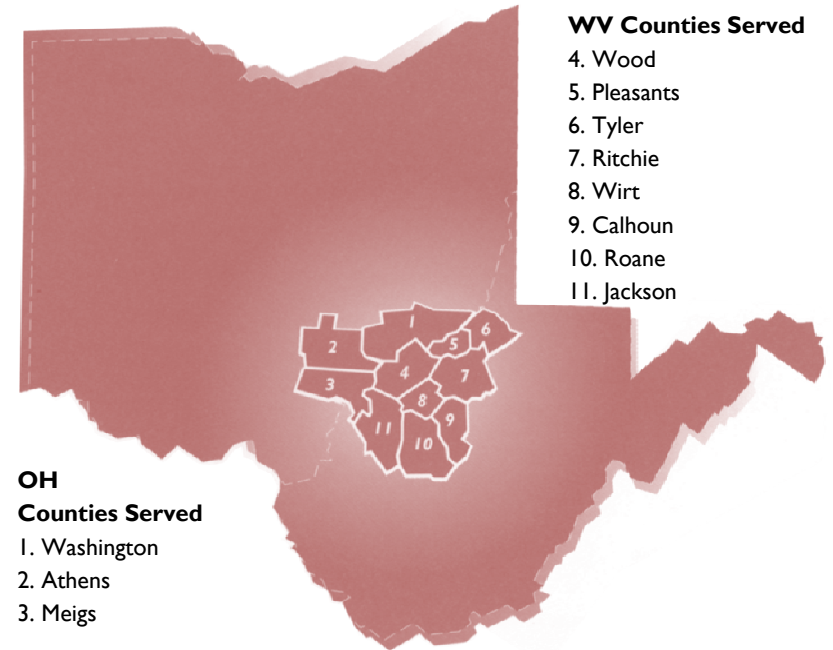
Eligibility — Initial eligibility parameters require that:

1. Applicant organizations are a non-profit or public agency with tax-exempt status under section 501(c)(3) of the IRS code (or sponsored by such an organization)
2. The funding request is for a program/project that is clearly within the stated health and wellness program areas
3. The organization is located in one of the 11 counties of the SSJCF service area

NOTE: There have been occasions when an organization located outside the SSJCF service area has received a grant from the Charitable Fund. This was possible because the project of the agency targeted residents in one or more of the SSJCF service counties.

Exclusions — The SSJCF is unable to make grants to:

- Organizations without a 501(c)(3) designation
- Individuals
- Organizations whose projects do not benefit residents of the SSJCF service area; or does not promote health and wellness in the community it serves
- Organizations that promote proselytizing or religious conversion as a goal of their programming or proposal
- Endowment funds



What are the areas of focus?

The SSJCF considers grant proposals that relate clearly to one of four current funding areas:

1. **Oral Health Initiative** — support for projects that promote improved oral health, particularly in children, by projects that promote one or more of the following:
 - Improving oral hygiene in pregnant women and young children
 - Increasing access to professional dental care for the uninsured and underinsured
 - Working to increase awareness, interest, and support for good oral health among residents
 - Providing effective means of educating parents and children in the practice of oral hygiene
 - Collaborating with other oral health efforts to effect positive policy change supportive of oral health
2. **More Active People (M.A.P.) Initiative** — support for projects that address sedentary lifestyles by such measures as:
 - Increasing awareness of and commitment to developing healthy lifestyles
 - Providing opportunities for increased physical activity
 - Promoting good nutrition and access to healthy foods

- Supporting improvements to the built environment and to increasing usage of these facilities by residents
 - Encouraging policy changes that promote and encourage healthy lifestyles
3. **Health Ministry Initiative** — support for projects that promote wholistic health and health ministry primarily through one or more of the following:
- Increasing community awareness and knowledge of wholistic health, with emphasis on the spiritual component
 - Establishing new health ministries in faith-based congregations
 - Developing and stabilizing existing health ministries
 - Building relationships and collaboration among health ministries and with the healthcare and/or health promotion community.
4. **Community Support Initiative** — support for projects that originate and have developed broad, strong, and effective support within the community as it responds to significant health and wellness issues such as:
- Promoting good health and disease prevention in areas or with populations of exceptional need
 - Developing healthy lifestyles within the context of body, mind, and spirit
 - Increasing the capacity of people to live in dignity, safety, health, and relationship, especially for those with great needs
 - Working for an increase in the level of volunteer service within communities

What is the grant process?

Steps in the process are outlined below. This publication is designed to help you prepare a Letter of Inquiry. If your Letter of Inquiry is approved, a packet containing Grant Proposal Guidelines will be provided.

1. Applicants prepare and submit a **Letter of Inquiry** to the SSJCF office according to its stated guidelines and by its current deadlines.
2. Staff reviews Letters of Inquiry to determine if the project/proposal meets funding criteria and guidelines of the program; sending an application packet in response to approved Letters of Inquiry.
3. Applicants submit completed grant application along with required attachments and other requested information according to its stated guidelines and by its current deadlines.
4. A grant review committee conducts a thorough review of the proposal and develops a recommendation for full board consideration.
5. SSJCF Board of Directors makes final determination of proposals to be funded.
6. Staff notifies all applicants by letter of Board decisions.

NOTE: At the SSJCF's initiative, interviews by phone or in person may be part of the grant process. Any such discussion or interest shall not be construed as commitment in support of the applicant's request.

How do I prepare a Letter of Inquiry?

This three-page letter is the first step in the SSJCF grant process. It permits the SSJCF staff to give a preliminary review of your project. Your Letter of Inquiry will receive a prompt response indicating whether or not you should proceed with a formal application and proposal. We want your project or idea to receive full consideration. Letters of Inquiry submitted well in advance of the deadline afford us the time to contact and work with you. **Please follow the instructions precisely as written.**

Format: Your letter should be/have:

- structured using the headings below to delineate sections; there should be at least one line space between sections
- printed single-sided [i.e. **NOT** printed on front and back of page]
- printed in a minimum of 12-point font
- three pages or less
- **DOUBLE-SPACED**
- one-inch margins
- submitted by the published deadline

It is important that you respond **completely** and **succinctly** to each of the following eight [8] headings. Due to constraints of time and staffing, we are unable to review Letters of Inquiry that are incomplete, received after the deadline, and/or are not formatted according to the instructions.

Start each section of your Letter of Inquiry with the following headings:

A. Contact Information

1. Legal name of the applicant organization
2. Address, phone, email, website for the applicant organization
3. Director/Executive Director's name and contact information
4. Contact person for this request
5. Contact person's address, telephone, and email

B. Need

1. What is the health and wellness need that your proposal addresses?
2. What population will the project serve?
3. What tangible evidence demonstrates this as a significant need in this population?

“healthy people in healthy communities”

C. Focus

State the Area of Focus under which your Letter of Inquiry should be considered: Oral Health; Health Ministry; More Active People; Community Support Initiative. [See “**What are the areas of focus?**” for descriptions.] Choose **only one** Area of Focus, briefly explaining why that one area would be appropriate for your request.

D. Strategy

1. What strategy are you planning to employ to respond to this need?
2. What is your reason for selecting this strategy?
3. What evidence is there that this would be an effective strategy?

E. Project

What is the specific approach or program under this strategy that you propose to employ? Please give a brief summary in no more than 2-3 sentences.

F. Organization

- Briefly describe your organization in terms of why it is well-suited and qualified to respond to this need, based upon its mission and previous achievements.
- Is your organization a 501c3 [or, public/government agency] with a determination letter from the IRS to that effect?
- If “no,” give the name of your fiscal agent. Include a statement of confirmation from this organization verifying its agreement to assume fiscal responsibility.
- Has your organization submitted a Letter of Inquiry to the SSJCF in the past?
- If “yes,” has your organization received a grant or grants from the SSJCF?

G. Budget

Collaboration is a critical component in a successful proposal to the SSJCF. Therefore, the SSJCF expects to see partnerships and community involvement reflected through commitments from other funding sources and/or in-kind participation. As you complete this section of the Letter of Inquiry, please indicate:

1. What is the total cost of the project?
2. What portion of the total project cost are you requesting from the SSJCF? [NOTE: the total project cost should not equal the amount requested from the SSJCF.]
3. Briefly identify other sources of support for this project [e.g. donations, grants, in-kind].

H. Time Frame: What is the proposed time frame for the project?

Mail your Letter of Inquiry to:

Sister Jane Harrington, CSJ
SSJ Charitable Fund – Letter of Inquiry
P.O. Box 4440
Parkersburg, WV 26104-4440

Deadlines [Letters of Inquiry must be in the SSJCF no later than 3 p.m. on the published deadline. Faxed or emailed letters cannot be accepted.]

- July 13, 2011 for Fall 2011 grant cycle
- January 11, 2012 for Spring 2012 grant cycle

SISTERS OF ST. JOSEPH CHARITABLE FUND



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**For more information about the SSJCF Letter of Inquiry or Grant Process, please visit our website:
www.ssjcharitablefund.org/grant_program**