



SHARE FOUNDATION GRANT ADMINISTRATION GUIDELINES

Mission Statement

The mission of SHARE Foundation is to identify, develop and foster programs and services that further the health and well being of the people of our community and surrounding areas.

I. Grant Types

- A. Operations
- B. Project / Program
- C. Capital

II. Grant Recipients

Grants will be awarded to qualifying organizations which are:

- A. public (governmental) agencies or tax-exempt under Section 501(c)(3) of the Internal Revenue Service Code;
- B. located or have programs operating within Union County; or have proposals that would have a direct impact on Union County;

III. Grant Exclusions

SHARE Foundation does not fund:

- A. Direct support to individuals
- B. For profit entities
- C. Disease specific organizations seeking support for national projects and programs
- D. Hospitals
- E. Trips, tours or travel to professional meetings
- F. Projects or programs of religions, fraternal, athletic or veterans groups when the primary beneficiaries of such undertakings would be their own members
- G. Social events or similar fund-raising activities
- H. Telethons
- I. Grants awarded for an indeterminate period of time
- J. Social or political action programs that advocate a specific point of view.

IV. Grant Application Process

- A. The applicant should be familiar with the 2010 Union County Community Needs Assessment. A copy can be located at www.sharefoundation.com.

- B. Organizations seeking grant funds should initiate the process by submitting a Grant Application as outlined below. The Application must be received in the SHARE Foundation office on or before October 15 during regular business hours.
- C. Funding will be considered for the following:
 - 1. Projects which address any area identified in the 2010 Union County Community Needs Assessment which are as follows:
 - (a) Health Services
 - (b) Economy
 - (c) Safety and Violence
 - (d) Environment
 - (e) Culture and Recreation
 - (f) Homelessness and Housing
 - (g) Education
 - (h) Transportation
 - (i) Substance Abuse
 - (j) Health Behaviors
 - 2. The SHARE Foundation Board of Directors has the power to give priority to and approve grants to any recipients qualified by Section II which furthers the mission of the Foundation.

V. Grant Awards Process

- A. Grant awards are made by the SHARE Foundation Board of Directors on an annual basis in January.



GRANT APPLICATION

Before you begin, please review the Guidelines above to insure you are eligible.

Copy and paste this application to your computer and work at your own pace. All answers should be single spaced and in Arial font 10. Please note that the scoring grid at the end of Sections 2-6 must be included when being submitted but it does not need to be counted in your page limitations. When you have completed the application, please print and submit eight (8) complete sets of required documents to SHARE Foundation, 403 W. Oak St., Suite 100, El Dorado AR 71730. For additional information or questions contact Debbie Watts at (870) 881-9015 or via email at dwatts@sharefoundation.com. The annual grant application deadline is October 15.

Section One: Cover Sheet Information

Date : _____

Name of Organization requesting grant: _____

Grant Title: _____

Grant Total Budget: _____

Grant Request Amount: _____

Grant Writer Name / Title: _____

Grant Writer Telephone Number: _____

Grant Writer Email Address: _____

Organization Mailing Address: _____

Organization Telephone Number: _____

Website Address: _____

Grant Director Name / Title: _____

Grant Director Telephone Number: _____

Grant Director Email Address: _____

Projected number of people to be reached in Union Co. during this grant: _____

Federal Tax Exempt ID # under IRS Code 501(c)(3): _____

With my signature below, I do hereby certify that I have read, understand and support the application for SHARE Foundation grant funding.

Signature of Executive Director: _____

Signature of Board Chairperson: _____

Section Two: Organization Background (Please limit this section to two pages)

1. Summarize your organization's history.
2. Describe current programs and projects of your organization.
3. Highlight evidence of your organization's past effectiveness. This may include achievement of past program goals, major accomplishments or success stories.
4. State your organization's mission.
5. State how your proposal is aligned with the mission of SHARE Foundation as stated in the SHARE Foundation Grant Administration Guidelines.
6. How will this proposal fit into your overall strategic planning process?

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Section Two:
How well does the proposal align with the mission of SHARE?
1 2 3 4 5
Low High

Section Three: Statement of Need (Please limit this section to two pages)

1. State the area(s) of need to be addressed in this grant as outlined in the SHARE Grant Guidelines Section IV.C.1.
2. What is the targeted population to be served and how many do you anticipate serving directly and/or indirectly with this proposed grant?
3. Describe in detail, using referenced local data, the need for your proposed grant.
4. How is your organization positioned to address this need?

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Section Three:
The degree to which the proposal addresses one or more
needs outlined in the 2010 Needs Assessment?

1 2 3 4 5
Low High

Section Four: Grant Description and Methodology (Please limit this section to four pages)

1. Describe in detail the proposed grant to be funded and the proposed use of requested funds.
2. Describe goals and objectives that will be measured to determine outcomes of this proposed grant.
3. State the sequence of steps you plan to carry out to achieve your goals and objectives during this grant period.
4. With whom and how will your organization collaborate on this particular request? Letters of collaboration are encouraged but not required.

List and briefly describe other established collaborations.

5. What challenges do you anticipate related to this grant? How do you plan to address those?

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Section Four:

Ability of Applicant to successfully address the problem

1 2 3 4 5
Low High

Section Five: Evaluation and Results (Please limit this section to two pages)

1. Describe the results you expect to achieve by the end of the grant period.
2. Describe your plan for evaluation. How will you measure the success of goals and objectives outlined above in Section Four now and in the future?
3. What impact do you anticipate your results will have on the community now and in the future?
4. Will clients, constituents or volunteers be involved in the evaluation process? If so, how?
5. How will the results of your proposed grant be used?
6. How will the results of your proposed grant be disseminated and to whom?

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Section Five:

Ability of Applicant to successfully achieve its stated objectives

1 2 3 4 5
Low High

Section Six: Funding and Sustainability (Please limit this section to one page)

1. If applicable please list:
 - A. Other anticipated revenue sources and the amount for this proposed grant
 - B. In-kind support for this proposed grant
2. If this grant is expected to continue beyond the grant period, describe plans for ensuring continued funding.
3. List **other** sources of operating revenue for the current and past fiscal year including funder name, amount and a brief description of what it funds or funded. This can be attached as an itemized income and expense statement if revenue sources are identified.

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Section Six:

Need of funds 1 2 3 4 5
Low High

Required Attachments

- ____ Cover Sheet (Section One)
- ____ Grant Application (Sections Two through Six)
- ____ Itemized grant budget to include other funders and multiple years if applicable
- ____ Copy of the current annual operating budget for the organization
- ____ IRS determination letter indicating 501(c)(3) status and EIN number or documentation that the organization is a public (governmental) agency
- ____ Most recent full audit report, Form 990, **or** year-to-date financial statement **and** full previous year financial statement. These are listed in order of preference. If the only financial document available is the financial statement then both must be signed by the Board Chairman to indicate they have been reviewed and approved by the governing board.
- ____ List of Board of Directors and/or Advisory Council with related affiliation
- ____ Copy of your Strategic Plan if available

NOTE: This is the end of the Grant Application Form. Please make sure you have completed all questions in each section and that the correct scoring block for SHARE Foundation use is at the end of each section. Please save your work for future reference. Utilize the above checklist to assure all required attachments are included before submitting your grant request.