**SUNSET SHORES OUTREACH GRANT**

**VERMILION UNITED CHURCH OF CHRIST, CONGREGATIONAL**

**APPLICATION INSTRUCTIONS**

Thank you for seeking a grant from us to further your project.

**Our Purpose**: **The purpose of this fund is to further the vision and mission of our church in the area of outreach. The mission of our church is to strive to love, serve and grow as we live God’s message in our families, our community and our world.**

Grants can be used in many ways which include grants for local projects of National Organizations, but not for the general fundraising of these organizations. Example: We might fund “Coats for Kids” in Vermilion but not the national yearly fundraising drive of the Salvation Army. Grants must be sponsored by, but do not have to be written by, a person attending the United Church of Christ. If you are seeking a grant for an organization, you must prove their non-profit status. If you are seeking a grant for an individual need, please complete the form for individuals found on the website.

Applicant will receive notification of acceptance of grant within six weeks after grant deadline date. Projects using grant money must be completed within one calendar year of award notice.

To complete the process, we must have the following information: a summary of your project (your story), a budget worksheet, and several other forms. If you need assistance with this form, do not hesitate to call us at 440-967-5212 and leave a message. A member of our committee will return your call.

The following summary of your story should not be more than 2 pages and should include all of the following:

**Your story:**

Tell us about your project. What is the purpose? What are you hoping to achieve? What is the need for this and how did you determine the need? How is your program unique—not duplication of other programs?

**Benefit to others:**

Tell us in what way your program will benefit others. Who will benefit?

If you are collaborating with others, tell us how that will work.

**Sunset Shores Outreach Funding:**

How will funds be used? Be very specific. Do not use general categories. How will project continue after grant money is expended?

**Additional Funding:**

Does funding from SSOF cover all the expenses of the project? If not, where will additions funds come from?

**Evaluation:** Explain how you will know if you accomplished your goals and purpose.

**No later than one (1) year after grant has been awarded, a summary including evaluation of project, documentation on money spent, and pictures, if possible, need to be submitted to the Vermilion United Church of Christ, SSOF, 990 State Street, Vermilion, Ohio 44089.**

**Budget Form:** The budget form is provided on page 2 of application. All blocks should be filled in or marked N/A. Please note that expenses must be itemized under services, supplies, capital improvements and others not covered by the first 3. In each category, be specific about what items are in each category.

Required forms:

1. Proof of non-profit status of group who will benefit from this project.
2. Mission statement of that group who will benefit from this project.
3. Connection of person writing grant to this organization.

**Sunset Shores Outreach Fund**

**Group Project Grant Application**

**Cover Page**

Please type:

***Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Amount requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer Identification Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City, State, Zip***

***Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signature of organization head: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Grant contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Sponsor from Vermilion United Church of Christ, Congregational: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Sponsor’s contact information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Required information:***

1. Summary of project as described in page one instructions in order that items are listed on this page (not to exceed 2 pages).
2. Completed budget form provided on page 2 of this application.

***Required Attachments:***

1. Non-Profit tax status documentation of organization benefiting from this grant
2. Mission statement of organization benefiting from this grant.
3. Connection of person writing the grant to this organization.
4. Documentation of estimates of work/services/capital improvement cost being done with grant money

***Timelines and Submission:***

Grants are awarded twice annually. **Deadlines are February 1 and August 1 at 5:00 PM.** Applications must be in church office by this time.

Submit 2 copies of the completed application with cover sheet, narrative and budget forms and required attachments to:

**Sunset Shores Outreach Fund**

**Vermilion United Church of Christ, Congregational**

**Attention: Anne Stock**

**990 State Street**

**Vermilion, Ohio 44089**

Phone: 440-967-5212 email: vermilionuccc@gmail.com

***Please submit only information asked for. Be as brief as possible to tell of the project.***

***Incomplete or late applications will not be considered.***

**No later than one (1) year after grant has been awarded, a summary including evaluation of project, documentation on money spent, and pictures, if possible, need to be submitted to the Vermilion United Church of Christ, SSOF, 990 State Street, Vermilion, Ohio 44089.**

**Sunset Shores Outreach Fund**

**Grant Application**

**Budget Form**

Below is the Budget Form which must be completed in full. All projects must fall within the mission of the Vermilion United Church of Christ, Congregational.

In Column A you will see the breakdown of categories. If you are requesting money in “Other”, please be very specific and explain these costs in the narrative on the first page of this application. In Column B list ***total cost*** of that area.

In Column C list the ***amount of money from the grant*** that will be used to fund all or part of that category.

***Services*** might include any contracted services needed: for example, printing, presenters, independent contractor fees.

***Supplies*** would include any supplies needed for your project.

***Capital Improvements*** would include any property purchase, equipment, building materials or facility improvements of the project to be funded.

**Documentation of estimates of work/services/capital improvements using grant money must be provided.**

***Date Project will begin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

|  |  |  |
| --- | --- | --- |
| ***A.***  ***Category*** | ***B.***  ***Total Project Cost*** | ***C.***  ***Funds Requested from Sunset Shores Outreach Grant*** |
| ***Services*** |  |  |
| ***Supplies*** |  |  |
| ***Capital***  ***Improvements*** |  |  |
| ***Other*** |  |  |
| ***Total Project***  ***Cost*** |  |  |

**Revised 8/2022.**