

All Souls-Beckner Advancement Fund 2009–2010 Grant Guidelines and Application External Grants Guidelines

FUND BACKGROUND AND OVERVIEW

The All Souls-Beckner Advancement Fund was established through a generous donation from Earl and Meta Beckner in 1973. Their intent for the fund, as documented in the Deed of Gift, was to:

- help make the immediate community where the Church is located a more cohesive, attractive, and forward-looking community; and
- foster human rights and dignity.

The All Souls-Beckner Advancement Fund is grounded in a commitment to social-change philanthropy and seeks to fund efforts that work for social justice. For the 2009–2010 grant cycle, interest areas for external organizations include:

- expanding and/or preserving affordable housing access;
- addressing community tensions resulting from neighborhood demographic changes, e.g., multiracial coalition building;
- voter registration/education/turnout; and
- building the advocacy and activism skills of residents.

The committee will consider applications from organizations addressing other social justice issues. Contact Rev. Louise Green, Minister of Social Justice, to discuss possible ideas.

ELIGIBILITY

To be eligible for consideration, an applicant must:

- be an established 501(c)3 organizations or a new organizations/project that has access to a 501(c)3 fiscal sponsor; and
- have an organizational budget **less than** \$1 million annually.

The Fund will not consider requests to fund:

- individuals;
- sectarian purposes (programs that promote religious doctrine);
- general operating support; or
- existing programs (however from time to time the committee may consider funding an existing program that meets a very specialized need).

Please note: Grant funds may not be used to reimburse applicants for expenditures already made or to reduce the deficit of an applicant.

FUNDING PRIORITY

Priority will be given to those organizations or projects that:

- are located in Ward 1 or that propose a project or service that will benefit residents in Ward 1;
- have developed or are developing programs to address the root causes of the social service need, rather than providing direct services;
- actively engage members of the affected community in developing program strategies;
- have tools/systems for measuring the success and effectiveness of programs;
- can demonstrate existing relationships with the All Souls Church community (church members as volunteers, proposed program will collaborate with an approved All Souls Church committee, etc); and
- can effectively educate and engage members of All Souls Church in its work for social change. *All funded organizations will be expected to develop and implement a concrete plan to engage our congregation either through educational outreach (e.g., having a table after service that highlights their program(s), etc.) or recruiting church members to volunteer in their efforts.*

Maximum grant award is \$10,000. Multi-year funding may be considered. Applicants are encouraged to talk with Rev. Louise Green, Minister of Social Justice, before submitting a Letter of Inquiry.

HOW TO APPLY

The Fund has a two-step application process:

1. Letter of Inquiry (LOI)
2. Full Proposal (only accepted if invited after LOI review)

Letter of Inquiry

Because the Fund does not have the staff to review lengthy submissions, it does not accept unsolicited proposals that are already fully developed. The Fund requests a letter of inquiry (LOI) describing the proposed project. A new letter of inquiry must be submitted for each new request.

The Fund accepts the Washington Grantmakers' Common Grant Letter of Intent format (http://www.washingtongrantmakers.org/s_wash/bin.asp?CID=4594&DID=9552&DOC=FILE.PDF). If an organization does not use the Common Grant Letter of Intent, its LOI must provide:

- the organization's name;
- the name of the executive director (or key contact person if not executive director);
- the organization's federal tax-exempt number;
- mailing address / phone / fax / website address / key contact person e-mail address;
- a brief organizational description;
- a brief description of specific program(s)/project(s) for which funds are sought (description should identify the target population to be served and the total number to be served during grant period);

- an outline of expected outcomes during grant period;
- the amount sought from the Beckner Advancement Fund;
- the total program budget (no detail needed with LOI); and
- the total organizational budget (no detail needed with LOI).

The LOI should not exceed two pages. Only one copy is necessary, and it must be e-mailed or faxed to Rev. Louise Green, Minister of Social Justice, by 5:00 p.m. as shown in the timetable below.

Full Proposals

If it is determined that the LOI merits in-depth consideration for funding, the applicant will be asked to develop a detailed proposal. An invitation to submit a full proposal does not constitute a grant commitment by the Fund.

The Fund requires that applicants use the Washington Regional Association of Grantmakers Common Grant Application

(www.washingtongrantmakers.org/s_wash/sec.asp?CID=4594&DID=9551). In addition to the information requested on the Common Grant Application, please also include:

- an overview of how your efforts will advance the priority funding areas of the committee as listed in the grant guidelines, giving particular emphasis to the community issues and needs you are responding to; and
- an outline of how your organization proposes to engage the All Souls congregation in your efforts.

Proposals must be submitted by email to Rev. Louise Green, Minister of Social Justice, by 5:00 p.m. (EST) as shown on the grantmaking schedule below. Proposals must be submitted electronically in Microsoft Word (.doc) or Adobe Acrobat (.pdf) format. If possible, please include all application materials including appendices in one file.

Submission of supplementary materials not required by the application is discouraged, and materials such as copies of art work, photographs, or videos submitted will not be returned to the applicant.

Proposal Layout

No application should exceed **8 pages of double-spaced text in 12-point font, excluding the budgetary materials. Page margins must be 1”.**

TIMETABLE

Letter of Inquiry due by:	If requested, Proposal due by:	Notification of Decision
Friday, September 18, 2009	Friday, October 2, 2009	End of December 2009

All submissions are due by 5 p.m. on the date shown above. Late LOIs or proposals will not be considered.

Applications will be processed over a two-month period following the deadline date. Applicants may be asked to participate in an interview with members of the committee in order to provide additional information regarding the project.

All applicants will be notified of the decisions made. If the request is approved, the applicant will receive an award letter stating the amount of the grant, the period of time for which the funds are available, and any special conditions under which the award is made.

RELATED RESOURCES

The following resources may be useful in drafting your proposal for submission to the Beckner Fund:

- Map of DC's 8 Wards: <http://www.dcboee.org/maps.asp>
- Office of Ward One Council member, Jim Graham: 202-724-8181.
- DC Government Website Homepage: www.dc.gov
- Washington Regional Association of Grantmakers Homepage: www.washingtongrantmakers.org

LOI/PROPOSAL SUBMISSION—CONTACT INFO

Please submit your LOI by mail, e-mail, or fax to:

Rev. Louise Green, Minister of Social Justice
All Souls-Beckner Advancement Fund
1500 Harvard Street NW
Washington DC 20009

lgreen@allsouls.ws
(fax) 202-332-8968

Please submit your completed proposal, by mail only, to Rev. Green at the mailing address above.

For more information, contact:

Rev. Louise Green, Minister of Social Justice
All Souls Church, Unitarian
202-332-5266 ext. 114 or lgreen@allsouls.ws.