

The Sinai Guild

Grant Application

The Initial Proposal shall include the following:

1. A brief (less than 1 page) cover letter signed by our organization's (or your fiscal agent's) Executive Director or Board President, formally asking that The Sinai Guild consider the organization's grant request.
2. A two page (one side per page) description of the program or project for which your organization is seeking funding. Please include a brief history of the organization.
3. A completed Initial Proposal Cover Sheet and Summary: See enclosed.

Your organization will receive either:

- A Grant award
- A rejection letter
and/or
- A request to present before the Grant Committee

Final grant determinations will be made by the end of November. Grant recipients will receive notification of grant awards in December. Official presentations will be made at The Sinai Guild's Annual Meeting in May.

We will be happy to answer your questions. Please call 248-538-6501 for additional information.

Sincerely,

Connie Jacob
Chairman, Grant Committee

The Sinai Guild

REQUEST FOR FUNDS

The following form must be completed in order to request a grant from The Sinai Guild.

Please answer the following questions as concisely as possible, so that we may determine why funding is needed for your project or area and exactly how the funds granted will be used.

If you have any questions prior to completing this form, please contact The Sinai Guild office at (248) 538-6501.

Name: _____

Date: _____

Department: _____

Ext.: _____

Amount Requested: _____

Date prices quoted
from Purchasing: _____

Describe or name briefly the items for which you are requesting funding or Program Name.

PURPOSE. What are Program goals?

What is currently being done in this area?

If the request is for equipment, please explain how it will be used.

AUDIENCE. Who will the project serve? What is the benefit?

LOCATION. At what site or sites will program or equipment be utilized?

DURATION OF PROJECT. How long will the project take place?

TIME FRAME. What is the time frame for implementation?

EVALUATION. How will program results be measured?

ADDITIONAL SOURCES. Should you receive a grant from The Sinai Guild, what other sources of funding will you use to implement this program or purchase equipment? No grants will be dispersed until total funding is confirmed, and orders are placed.

BUDGET. What specific expenses will be covered by The Sinai Guild funds?
PLEASE ATTACH A SEPARATE BUDGET.

Requesting Signature

Date

Department Head/Chairman

Date

INITIAL PROPOSAL COVER SHEET AND SUMMARY

This cover sheet and summary must be submitted to The Sinai Guild in order for your initial proposal to be considered. Please be sure to complete each question: Type or print clearly. (you may reproduce this form on your computer).

Organization Name:

Does the organization have a tax-exempt status under IRS code, section 501(c) (3)?

_____ Yes _____ No (Please attach IRS 501(c) (3) designation letter).

Contact Person (Title): _____

Phone: _____

Organization Address:

Amount of program project budget: \$ _____

Amount requested from The Sinai Guild: \$ _____

Organization's Mission and date of incorporation:

One paragraph description of the program/project for which you are seeking The Sinai Guild funding:

PROGRAM/PROJECT BUDGET

We would like to know if you have secured other sources of funding or have other possible sources of funding for this program/project including matching funds and funds that your organization will commit to the program/project. Please list all sources of revenue excluding The Sinai Guild request.

REVENUE: (Please circle S or secured or P for pending).

Amount from requesting organization: _____
S P

Source #1: _____ Amount: _____
S P

Source #2: _____ Amount: _____
S P

Source #3: _____ Amount: _____
S P

TOTAL SECURED REVENUE: _____

EXPENSES: Please indicate expenses for the portion of your program/project budget for which you are requesting The Sinai Guild Funding.

<u>Total</u>	<u>The Sinai Guild Request</u>
\$ _____	\$ _____
\$ _____	\$ _____
\$ _____	\$ _____
TOTAL EXPENSES \$ _____	THE SINAI GUILD \$ _____

GRANT SEEKER'S TIMELINE

1. Deadline for Initial Proposals July 1
2. Requests reviewed by Grant Committee July/August
3. Chair Grant Committee presents recommendations to Executive Committee. Vote on recommendations September/October
4. Approved recommendations presented to Full Board October/November
5. Grant Decisions Announced December
6. Presentations to Recipients at Annual Meeting May