

## REQUIRED PROPOSAL COMPONENTS

Please try to limit the total proposal, including the required components, to no more than ten (10) one-sided pages. (This limit of ten pages does not include the Required Proposal Attachments.)

1. Minnesota Common Grant Application  
Please use the common grant cover sheet, narrative and budget form. You can find these forms at [www.mcf.org](http://www.mcf.org) under grantseeking resources.
2. Proposal Executive Summary  
Please include a brief executive summary (1-2 pages maximum) of the proposed project. This executive summary should include the following:
  - a) A brief description of the proposed project's activities.
  - b) A brief description of the population served, including numbers, ages and ethnicity of children served and neighborhood/community in which the project takes place.
  - c) A brief description of anticipated project outcomes.
  - d) A brief response to this question: How does your organization work to understand and/or affect the larger systemic issues that have an impact on the goals of your proposed project? Please share with us your vision of how your organization could affect the systems that have an impact on the well-being of children and families.
3. Project Budget & Narrative  
Please respond to the following questions regarding the budget:
  - a) Briefly describe the other sources of funding that your organization is soliciting for funding for this project, indicating which sources are secured, pending or anticipated. Please explain if any of these funds are time limited or restricted to a particular part of your budget.
  - b) Are there any line items or expenditures in the project budget you have included that you would like to further explain? If so, briefly provide that information.
  - c) If the total funds are not secured for this project, how will you proceed with the project?

## REQUIRED PROPOSAL ATTACHMENTS

1. A one-page letter signed by the applicant's Chief Executive Officer and by its Board Chair which includes the following:
  - A statement regarding the existence of a Governing Board which meets regularly.
  - A statement that this proposal has been reviewed by the Board of Directors of the applying organization (or its fiscal agent) or that the applicant's Executive Director is authorized by the Board to submit funding requests on behalf of the organization.
  - A statement that the organization is willing to be responsible for submitting regular progress reports regarding its results and financial information on time as requested by The Sheltering Arms Foundation, if a grant is approved.
2. List of Board of Directors, including their affiliations.
3. The applicant's (or fiscal agent's) updated 501(c)3 determination letter from the IRS.
4. A copy of the applicant's most recent IRS 990 tax return.
5. An audited financial statement, if available, for the applicant's previous fiscal year.
6. Current agency operating budget that includes all sources of funding-committed and pending.



# THE SHELTERING ARMS FOUNDATION GRANT GUIDELINES

## MISSION

The Sheltering Arms Foundation's mission is to enhance the lives of children, and help them reach their full potential, especially those experiencing barriers to success. As a grant-making organization, the Foundation supports programs benefiting children and their families throughout the state of Minnesota who are most vulnerable, have least access to resources, and are least likely to have a wide array of choices about their future.

## FUNDING PRIORITIES

### Improve Access to Early Childhood Education and Childcare

We support programs that enhance children and families' access to culturally responsive, high quality and affordable early education experiences and childcare. This could include innovative childcare models, strengthening professional development for early care providers, literacy projects, and advocacy projects that improve the state's early education and childcare system.

### Support Educational Enrichment

We support out-of-school time activities for elementary-school-aged children that enhance their academic and social skills development. This could include youth development programs, tutoring and mentoring, and programs strengthening the youth development field.

### Strengthen Family Relationships

We support programs that strengthen families so that children can grow up in nurturing environments and have opportunities for positive parent and child/caregiver interaction. This could include parenting skills programs that include children, child abuse prevention programs, and programs addressing children's mental health.

### Stabilize Housing

We support programs for children and families within safe, affordable supportive housing programs. This could include childcare programs for young children, after-school programs, or family support programs that include children.

## TYPES OF PROJECTS SUPPORTED

The Sheltering Arms Foundation supports high quality direct service programs and a limited number of advocacy efforts that raises the level of public awareness and commitment to the well-being of children. Advocacy programs might include public education campaigns, public policy development, research, coalition building, or community organizing.

## APPLICATION DEADLINE

The Foundation has one grant round each year. All proposals should be postmarked no later than January 18, 2008.

## ELIGIBILITY

To be eligible for a grant from The Sheltering Arms Foundation, the Internal Revenue Service must classify an organization as a tax-exempt, nonprofit organization that is not a private foundation. The applicant must be located in and provide services within the state of Minnesota.

## RESTRICTIONS

No application from an organization previously funded by the Foundation will be reviewed until a final report on the previous grant has been received. Unfortunately, we cannot support many worthy projects outside of our program interests. These include the following:

- general operating grants
- grants to individuals
- one-time events or overnight camps
- individual public agencies
- school districts
- endowments
- fundraising events
- scholarship funds
- charter schools
- capital campaigns

## FUNDING GUIDELINES

We award grants to organizations that:

- Focus on activities that benefit children and their families who are most vulnerable with least access to resources.
- Have programs that promote the healthy development of children and are preventive and/or intervene early.
- Involve the population who will benefit from the project in its planning, implementation, governance, and/or ongoing evaluation.
- Demonstrate innovative and effective strategies for delivering programs.
- Demonstrate sound governance, management and good fiscal health.
- Have a strong base of community support for their proposal.
- Have partnerships with other organizations so as to avoid duplication and to maximize program efficiencies.
- Have clear methods that will be used to evaluate the program's outcomes and impact.
- Are in compliance with all federal, state and local non-discrimination ordinances.

Successful grant requests:

- Are focused on activities benefiting children ages 0-12.
- Are new projects or existing programs that are anticipating a significant expansion, change in program design, or outreach to a new population.
- Have programs that promote the healthy development of children and are preventive and/or intervene early.
- Have at least one other funding source in addition to the request to The Sheltering Arms Foundation.
- The average grant award is \$10,000 - \$15,000. However, the Foundation accepts requests in the range of \$5,000 - \$25,000.

## CONTACT US

We strongly encourage prospective grant applicants to contact Foundation staff at (612) 871-9210, toll-free at 1-866-871-9210 or by e-mail at [info@sheltering-arms.org](mailto:info@sheltering-arms.org), with any questions or requests for assistance prior to the submission of their funding proposals. Staff is committed to providing technical assistance throughout the process and responding to questions or concerns about:

- How well the project fits with the Foundation's guidelines and policies
- The Foundation's application review process and timeline
- Budget items or the budget format required.

## GRANT REVIEW PROCESS

The Grants Committee of the Board of Trustees and the Foundation's staff will review all applications. Foundation trustees and staff may ask additional questions to clarify aspects of the funding request during the review process, and they may request additional information when necessary. A site visit or meeting may be requested of organizations whose proposals best match the interests of the Foundation. Such visits do not constitute a grant commitment. Frequently, knowledgeable people in the field may be consulted for their confidential comments about a pending funding request.

The Grants Committee recommends to the Foundation's Board of Trustees at its annual May Board meeting those applications which demonstrate the greatest potential for carrying out the mission and funding priorities of the Foundation.

Funds are allocated in May of each year by the Board of Trustees. Grant payments begin the following July.

All grant recipients are asked to sign a grant agreement. This agreement includes the requirement that grantees must complete a mid-year and a final project report describing their progress in meeting their original grant award goals and expenditure of funds. No previous grantee will be considered for continued or additional funding until it has submitted these reports. In addition, at the completion of the grant period, all unexpended money must be refunded to the Foundation unless prior approval has been given to extend the grant period.

## HOW TO APPLY FOR FUNDING

Only applications which are complete and match the Foundation's funding priorities will be given consideration.

- Please submit five (5) collated copies of the required proposal components. (See page 4)
- Please submit one copy each of the required proposal attachments. (See page 4)
- The Foundation accepts the Minnesota Common Grant Application and its Budget Form. This form can be found online at [www.mcf.org](http://www.mcf.org).
- Use clear, concise language. Often bulleted statements are best.
- To aid trustees and staff in reviewing your application, the pages should be numbered, three-hole punched, and the font size should be readable, preferably using a 12-point font.
- Only the proposal and required attachments will be accepted; please do not include additional materials.
- Please do not bind or staple the submitted proposal or put into notebooks, plastic covers or folders.
- Faxed applications will not be accepted.

## SUBMITTING YOUR GRANT PROPOSAL

Please send a complete proposal, including five (5) collated copies of the required proposal components and one copy of the required proposal attachments to:

The Sheltering Arms Foundation  
430 Oak Grove Street, Suite 214  
Minneapolis, MN 55403