

# The Sheltering Arms Foundation

## GRANT GUIDELINES 2012

### MISSION

The Sheltering Arms Foundation invests in the lives of Minnesota's children to help them reach their full potential. We fund non-profit organizations and support policies that benefit children and their families who have the least access to resources.

### FUNDING PRIORITIES

We support high quality direct service programs for children ages 0-12 and advocacy efforts that raise the level of public awareness and commitment to the well-being of children.

The Sheltering Arms Foundation supports **DIRECT SERVICE PROGRAMS** that:

***Improve Access to Early Childhood Education and Childcare*** through experiences that are culturally responsive, high quality and affordable. Projects could include innovative childcare models, strengthening professional development for early care providers and literacy programs.

***Support Educational Enrichment*** through youth development programs for 5-12 year olds that enhance academic and social skills development. This may include out-of-school time activities or mentoring programs in school-based settings, community locations or affordable housing locations.

***Strengthen Family Relationships*** so that children grow up in nurturing environments with opportunities for positive interaction. Programs must include a parent/child interaction component and may focus on parenting skills, child abuse prevention, or children's mental health.

The Sheltering Arms Foundation supports **ADVOCACY EFFORTS** that:

Raise the level of public awareness and commitment to the well-being of children around our direct service funding priorities; ie: efforts to improve the state's early education and childcare system, support the youth development field or strengthen family relationships.

Projects could include public education campaigns, public policy development, research, coalition building, or community organizing.

## ELIGIBILITY CHECKLIST

Before submitting a funding request, please read through the following list to ensure eligibility:

- IRS classification as a tax-exempt, non-profit organization that is not a private foundation.
- Located and provide services within the state of Minnesota.
- Request is for an innovative project or expansion, not general operating or ongoing program support.
- Focus on activities benefiting children **ages 0-12** and their families who are most vulnerable with limited access to resources.
- Organization is not a charter school, individual public agency or school district.
- Organization is not requesting funding for an individual, one-time event, overnight camps, scholarships or capital campaign.
- If you have received previous funding (July 2010-June 2011 cycle), a final report has been submitted.
- You have called SAF staff to discuss your new program idea.

## FUNDING GUIDELINES

Successful grant requests:

- Present some component of innovation – new or existing programs that anticipate program expansion, change in program design, outreach to a new population, defined quality improvements, or significantly leverage other resources.
- Promote the healthy development of children and are preventive and/or intervene early through innovative and effective strategies for delivering high-quality programs.
- Involve the population who will benefit from the project in its planning, implementation, governance, and/or ongoing evaluation and have a strong base of community support.
- Have an ongoing commitment to continuous quality improvement.
- Demonstrate sound governance, management and good fiscal health.
- Partner with other organizations to avoid duplication and maximize efficiencies.
- Use clear methods to evaluate the program's outcomes and impact.
- Are in compliance with all federal, state and local non-discrimination ordinances.

## APPLICATION DEADLINE

The Foundation has one grant round each year. All proposals should be postmarked no later than **January 20, 2012**. The Foundation accepts grant requests up to \$20,000 with an average grant award of \$10-15,000. Only applications which are complete and match the Foundation's funding priorities will be given consideration.

Prior to submission of a funding request, organizations are strongly encouraged to contact Foundation staff at (612) 871-9210, toll-free at (877)871-9210 or by email at [info@sheltering-arms.org](mailto:info@sheltering-arms.org) to talk about how a project fits with the Foundation's guidelines. Foundation staff can provide technical assistance throughout the process and respond to questions about the application review process, timeline or budget items/format.

## GRANT REVIEW PROCESS

The Grants Committee of the Board of Trustees and the Foundation's staff review applications, and may ask additional questions to clarify aspects of the funding request during the review process or request further information.

A site visit may be requested of organizations whose proposals best match the interests of the Foundation; site visits do not constitute a grant commitment. Knowledgeable people in the field may be consulted for their confidential comments about a pending funding request.

Those applications which demonstrate the greatest potential for carrying out the mission and funding priorities of the Foundation are recommended to the Board of Trustees at its annual May Board meeting where funds are allocated. Grant payments begin the following July.

Grant recipients are asked to sign a grant agreement which includes submission of a final project report describing their progress in meeting goals and expenditure of funds. 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.

No previous grantee will be considered for continued funding until it has submitted their required final report and expenditure statement. For example: If a grant was awarded in May of 2009 with a grant period of July 1, 2009 through June 30, 2010 a final report and expenditure statement was due on September 1, 2010. If the Foundation has not received that report, a grant request will not be considered in January 2011 until that report has been submitted.

# REQUIRED GRANT PROPOSAL COMPONENTS

The total required Proposal Components (#1-5) must be **no more than 10 pages**.

## 1. COVER SHEET

Please use the MN Common Grant cover sheet found at [www.mcf.org](http://www.mcf.org) under Grantseeking Resources.

## 2. PROPOSAL EXECUTIVE SUMMARY

Please include a brief, stand-alone executive summary (1-2 pages maximum) of the proposed project that includes the following:

- a) Identification of which Sheltering Arms Priority your proposal addresses:
  - Direct Service: Early Childhood Education & Childcare, Educational Enrichment, or Family Relationships OR
  - Advocacy: Early Childhood Education & Childcare, Educational Enrichment, or Family Relationships
- b) A brief description of the proposed project's activities.
- c) A brief description of the population served, including numbers, ages and ethnicity of children served and neighborhood/community in which the project takes place.
- d) A brief description of anticipated project outcomes.
- e) A brief description of steps your organization takes to assure program quality.
- f) 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 NARRATIVE

Please use the MN Common Grant narrative form found at [www.mcf.org](http://www.mcf.org) under Grantseeking Resources.

## 4. PROJECT BUDGET & NARRATIVE

Please use the MN Common Grant Budget Form found at [www.mcf.org](http://www.mcf.org) under grantseeking resources.

Please respond to the following 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.
- b) If there are any line items or expenditures in the project budget you would like to further explain, briefly provide that information.
- c) If the total funds are not secured for this project, how will you proceed with the project?

## 5. CURRENT AGENCY OPERATING BUDGET

## REQUIRED GRANT PROPOSAL COMPONENTS, cont'd.

### 6. BOARD LETTER

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 a final report regarding its results and financial information on time if a grant is approved.

### 7. BOARD OF DIRECTORS ROSTER

**8. AUDITED FINANCIAL STATEMENTS**, if available, for the applicant's previous fiscal year. If audited financial statements are not available, please include the most recent Balance Sheet and Income Statement.

## PROPOSAL CHECKLIST

Before submitting a funding request, please read through the following list to ensure your application is complete:

- Please submit five (5) collated copies of the required proposal components.
  - Proposal Cover Sheet
  - Executive Summary (separate from narrative)
  - Proposal Narrative
  - Project Budget
  - Agency Budget
  - Board Letter
  - Board of Directors Roster
  - Financial Statements
- Pages should be one-sided, numbered and three-hole punched.
- Do not include additional materials.
- Do not bind or staple the submitted proposal or put into notebooks, plastic covers or folders.
- Faxed applications will not be accepted.

## SUBMITTING YOUR APPLICATION

Please mail your complete proposal request, postmarked by January 20, 2012 to:

The Sheltering Arms Foundation  
1730 Clifton Place, Suite 100  
Minneapolis, MN 55403