

# Westmoreland Congregational United Church of Christ Social Justice and Action (SJA) Board Grant Application for 2023/24 year

**Due Friday October 6, 2023**

Please submit any questions and the completed application materials by COB October 6, 2023 to SJA Board Co-Chair Jeff Eagan at [sjawucc@gmail.com](mailto:sjawucc@gmail.com)

## GRANT APPLICATION GENERAL GUIDELINES:

Westmoreland Congregational United Church of Christ charges the Board of Social Justice & Action (SJA) with managing the SJA Grant Program, which distributes funds of \$1,000-\$5,000 every December that have been raised from special congregational offerings.

Grants are awarded to non-profit organizations for targeted programs and projects that affirm and empower D.C. area individuals seeking to achieve greater opportunities and self-sufficiency.

Recipients have been awarded grants for programmatic activities that go beyond meeting basic needs, to help individuals transcend barriers to independence, including through housing; medical care; education; job training; legal assistance; and transitions after incarceration, detention, or homelessness.

## ELIGIBILITY CRITERIA:

- Funds must be targeted toward a *specific* program or project consistent with Westmoreland's commitment to social justice, that increases long-term empowerment for DC metro-area individuals.
- Organizations must be of a size whereby a modest grant could have an impact;
- The Executive Director's salary should be commensurate with those at comparable DC-area nonprofits.
- Applicants must provide a final report demonstrating that funds were used in the manner intended.
- If there is an extenuating circumstance that causes a change of scope of the use of funds during the grant year, we would expect notification and documentation within 45 days of these changes.

## CHECKLIST OF ITEMS TO INCLUDE WITH GRANT APPLICATION - DUE OCTOBER 6, 2023

Submit electronic copies of the items below: see parentheses for each item below on how to name your files.

- **Cover letter** (Save as: OrganizationInitials\_CoverLetter)
- **Grant Application Form - save as pdf** (Save as: OrganizationInitials\_Application)  
- see next page of this document for this application
- **Most recent annual budget** (Save as: OrganizationInitials\_YearlyBudget)
- **Most recent annual report** (Save as: OrganizationInitials\_AnnualReport)
- **Project budget showing how grant funds will be used** (Save as: OrganizationInitials\_ProjectBudget)
- **IRS Form 990 with salary of Executive Director** (Save as: OrganizationInitials\_IRS990)
- **IRS tax determination letter with tax ID** (Save as: OrganizationInitials\_TaxExempt)
- **Current grantees must submit a final results-based report and financial accounting by the due date to be eligible for a new grant.** (Save as: OrganizationInitials\_FinalReport)

# Westmoreland Congregational United Church of Christ

## Social Justice and Action Board

### Grant Application Form for 2023/24 year

Please submit your application by COB October 6, 2023 to SJA Board Co-Chair Jeff Eagan at

[sjawucc@gmail.com](mailto:sjawucc@gmail.com)

Be sure to also include with this application all the other documents listed in the *application checklist*.

1. Please complete in full:

Name of Organization:

Name & Title of Director:

Address of Organization:

Name & Title of Contact Person if different than Director:

Contact Person's E-Mail:

Contact Person's Phone Number:

2. Grant Amount Requested: \$

3. Please describe your organization's core focus, mission, and/or activities:

4. ***In addition*** to attaching a **Project Budget** detailing how requested grant funds will be used, please **describe below how your organization will use these funds** to expand opportunities for those you serve, and **identify the communities your project will serve** (DC quadrant, MD county, etc.):

5. Please indicate approximately how many people will benefit from **the program for which you are seeking grant funds**:

Infants (under 1 year of age) \_\_\_\_\_ Children \_\_\_\_\_ Adolescents \_\_\_\_\_ Adults \_\_\_\_\_

6. **Please list any Westmoreland members or employees who have been affiliated with or have volunteered with the applicant's organization within the last year:**

Remember, when you email your application, to also **attach all the other documents listed in the Application Checklist**. *Thank you*