#### Westmoreland Congregational United Church of Christ

**Social Justice and Action (SJA) Board Grant Application**

#### Due October 8, 2018

**GRANT APPLICATION GUIDELINES**

Westmoreland Congregational United Church of Christ charges the Board of Social Justice & Action (SJA) with managing the [SJA Grant Program](http://www.westmorelanducc.org/grants/), which distributes funds every December that have been raised from special congregational offerings. Grants ranging from $1,500 - $5,000 are awarded to non-profit organizations for targeted programs and projects that affirm and empower people seeking to achieve greater opportunities, dignity, 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 and scope whereby a modest grant could have an impact;
* The Executive Director’s salary should be commensurate with those at comparable DC-area non-profits;
* Applicants must provide mid-year and final reports demonstrating funds are used in the manner intended.

**CHECKLIST FOR GRANT APPLICATION DUE OCTOBER 8, 2018**

* **Cover letter** (Save as OrganizationInitials\_CoverLetter)
* **Grant Application Form** (Save as OrganizationInitials\_App)
* **Project budget showing how grant funds will be used** (Save as OrganizationInitials\_ProjectBudget)
* **Most recent annual budget** (Save as OrganizationInitials\_YearlyBudget)
* **Most recent annual report** (Save as OrganizationInitials\_AnnualRep)
* **IRS Form 990 with salary of Exec. Dir.**  (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 September 30, 2018 to be eligible for a new grant.** (Save as OrganizationInitials\_FinalReport)

**Please submit any questions and the completed application by COB October 8, 2018 to**

**SJA Board Secretary Rebecca Unruh at** [rebecca.m.unruh@gmail.com](mailto:carynmctighemusil@gmail.com).

#### Westmoreland Congregational United Church of Christ Social Justice and Action Board

#### Grant Application Form

**Please submit your application to Rebecca Unruh at** [**rebecca.m.unruh@gmail.com**](mailto:rebecca.m.unruh@gmail.com) **by COB October 8, 2018.**

1. **Please complete in full:**

Name of Organization:

Name & Title of Director:

Address of Organization:

Contact Person’s E-Mail: Contact Person's Phone Number

Name & Title of Contact Person if different than Director:

Amount Requested:

1. **Please describe your organization's core focus, mission, and/or activities**

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1. **In addition to attaching a Project Budget detailing how requested grant funds will be used, please describe 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.).**

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1. **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\_\_\_\_ Seniors\_\_\_\_

1. **Please list any Westmoreland members who have volunteered with the applicant’s organization within the last year:**

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