

# Hurricane Sandy Grants Information

Funders, Resources and Grant Writing Tool

It's all about recovery

2013

Prepared by

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### **II – Purpose**

The purpose of this Hurricane Sandy Grants Information Guide is to provide New York non-profit organizations with potential grant information and other resources. The Grant Information Guide lists will give information on many programs, foundations, businesses and agencies that provide financial and other types of assistance to non-profit organizations. This guide also includes a Grant Writing Tool. Updates and verification are on-going. The Grant Information Guide is arranged in sections based on needs and the types of funding provided.

### III – Corporations Grants

1. **The Bank of America Foundation** - Bank of America announced it will provide an additional \$335,000 to support the critical needs of New Jersey communities affected by Hurricane Sandy. The funds are in addition to a \$1 million contribution announced last week, which will benefit the American Red Cross and national, regional and local nonprofits supporting recovery efforts. *In 2013, the Bank of America Charitable Foundation will issue three requests for proposals (RFPs) on the priority focus areas of: Critical Needs (Application period: July 8—August 2)*  
<http://about.bankofamerica.com/en-us/global-impact/charitable-foundation-funding.html#fbid=xsD670uOHB5>
2. **Capital One**, - Capital One announced a \$1,000,000 commitment to support Hurricane Sandy relief efforts. *Capital One's cash contributions include \$200,000 in emergency relief grants and an additional \$600,000 to support longer-term recovery efforts and will also match up to \$200,000 in contributions made by customers through the Capital One No Hassle Giving site.* <https://www.capitalone.com/give/>
3. **The Home Depot Foundation** – Community Grant Program Grants must support work completed by community volunteers in the U.S. Proposals for the following community improvement activities will be considered: • Repairs, refurbishments, and modifications to low-income and/or transitional housing or community facilities (schools, community centers, senior centers, etc.); Weatherizing or increasing energy efficiency of low-income and/or transitional housing or community facilities; Planting trees or community gardens and/or landscaping community facilities; Development and/or improvement of parks or green spaces. More competitive grant proposals will specifically identify projects for veterans and will include housing repairs, modifications, and weatherization work. Grants, up to \$5,000. Grants are given in the form of The Home Depot gift cards for the purchase of tools, materials, or services.  
Please do not contact your local store or The Home Depot Customer Care helpline to inquire about the status of your application. Should you have any questions about this grant program please e-mail the Foundation at [team\\_depot@homedepot.com](mailto:team_depot@homedepot.com) . A link to the application is available on the Program web site at:  
<http://www.homedepotfoundation.org/page/grants>
4. **HSBC** - Recognizing the unprecedented damage and recovery challenges presented in the wake of Hurricane Sandy, HSBC USA (HSBC) announced a \$1 million commitment in support of the disaster recovery efforts. This includes a donation of \$500,000 to the American Red Cross in Greater New York. HSBC will also match dollar for dollar all employee donations to disaster relief efforts through its existing employee giving program, as well as working with community partners who provide emergency housing and financial assistance in the storm-impacted areas.
5. **IBM**, Activated Jobs4Recovery.com , which is a free service provided by the Business Civic Leadership Center and IBM to give easy access to job opportunities in U.S. communities affected by natural disasters.

6. **The Intel Foundation** - The Intel Foundation is matching employee donations with a 1:1 match, up to \$2,000 per employee to help with the devastation caused by Superstorm Sandy. <http://www.intel.com/content/www/us/en/corporate-responsibility/intel-foundation.html>
7. **Jefferies** - Jefferies announced a total donation of \$4.5 million to 23 organizations providing immediate help to victims of Hurricane Sandy. The firm's clients helped to generate over \$3.0 million in donations through global net trading commissions on November 7th. Jefferies also contributed \$1 million directly, and voluntary donations from the firm's 3,814 employee-partners totaled another \$500,000. For further information: Jefferies, Richard Khaleel, +1-212-284-2556, [rkhaleel@jefferies.com](mailto:rkhaleel@jefferies.com) Website: <http://www.jefferies.com/>
8. **Limited Brands** - Limited Brands, Inc., parent company of Victoria's Secret and Bath & Body Works, donated \$1 million to Hurricane Sandy relief. \$500,000 was donated to the American Red Cross for immediate assistance and an additional \$500,000 will be designated for organizations working on rebuilding efforts. [http://www.limitedbrands.com/responsibility/community/news\\_item/12-11-06/Limited Brands Donates 1 Million to Hurricane Sandy Relief Efforts.aspx](http://www.limitedbrands.com/responsibility/community/news_item/12-11-06/Limited_Brands_Donates_1_Million_to_Hurricane_Sandy_Relief_Efforts.aspx)
9. **Marriott** - In the wake of Hurricane Sandy, Marriott International, Inc. and The J. Willard & Alice S. Marriott Foundation, the Marriott family's private foundation, announced they will each contribute \$250,000 for a total donation of \$500,000 to hurricane relief. Half will be donated to the American Red Cross to help meet immediate community needs that will broadly benefit Marriott associates, their families, friends and neighbors. An additional \$250,000 is earmarked for longer-term recovery efforts. <http://www.blogs.marriott.com/marriott-on-the-move/2012/11/hurricane-sandy.html>
10. **MetLife Foundation** - MetLife, Inc. announced that MetLife Foundation will make a \$1 million contribution toward relief and rebuilding efforts, including \$500,000 to support long-term recovery needs. The company also announced that the Foundation will match up to \$125,000 of employee contributions made to the American Red Cross. <https://www.metlife.com/about/corporate-profile/citizenship/metlife-foundation/index.html>
11. **Thrivent Financial** - Thrivent Financial for Lutherans and the Thrivent Financial for Lutherans Foundation have committed up to \$1 million to Hurricane Sandy relief efforts as part of a dollar-for-dollar match program <https://www.thrivent.com/foundations/guidelineslutheran/index.html>
12. **UBS** - In response to the devastation caused by Hurricane Sandy, UBS announced that it is committing more than \$1.2 million in total financial contributions to aid in long-term relief and rebuilding efforts. <http://www.ubs.com/us/en.html> or [http://www.ubs.com/global/en/about\\_ubs/corporate\\_responsibility/community/overview.html](http://www.ubs.com/global/en/about_ubs/corporate_responsibility/community/overview.html)
13. **Wells Fargo** - Wells Fargo & Company donated \$1 million for relief efforts in the wake of Hurricane Sandy. A portion of the funds, \$250,000, will go to the American Red Cross Disaster Relief Fund to support relief efforts the agency is directing throughout impacted areas in the region. The remaining \$750,000 will go to support nonprofits conducting <https://www.wellsfargo.com/about/csr>

14. **Google Grants**- Designed for 501(c)(3) non-profit organizations, Google Grants is a unique in-kind advertising program. It harnesses the power of our flagship advertising product, Google AdWords, to non-profits seeking to inform and engage their constituents online. Google Grants has awarded AdWords advertising to hundreds of non-profit groups whose missions range from animal welfare to literacy, from supporting homeless children to promoting HIV education. Organizations must have current 501(c)(3) status, as assigned by the Internal Revenue Service to be considered for a Google Grant. The Google Grants program supports organizations sharing their philosophy of community service, and with a strong mission to help the world in areas such as science and technology, education, global public health, the environment, youth advocacy, and the arts. Each organization awarded a Google Grant receives at least three months of in-kind advertising. Apply using the online application form on the Program web site. Google Grants are awarded quarterly. Google Grant Form link: <https://support.google.com/nonprofits/?hl=en&rd=1>  
Google Grant Link: <http://www.google.com/grants/details.html>
15. **Walgreen Community Grant Program**-Organizations seeking funding should have a specific focus on improving: Access to health and wellness in their community; Pharmacy education programs and mentoring initiatives Civic and Community outreach; ***Emergency and Disaster Relief***. Limited to nonprofit, tax-exempt organizations under section 501(c)(3) of the Internal Revenue Code. For grant consideration, eligible nonprofits must apply online. Telephone inquiries and faxed requests are not accepted. Application Grant link: [https://www.grantrequest.com/SID\\_505/Default.asp?CT=CT&SA=SNA&FID=35009&SEID=31780&RL=](https://www.grantrequest.com/SID_505/Default.asp?CT=CT&SA=SNA&FID=35009&SEID=31780&RL=) E-mail: [grants@walgreens.com](mailto:grants@walgreens.com) Website link: <http://www.walgreens.com/marketing/about/community/guidelines.jsp>
16. **ENTERPRISE COMMUNITY PARTNERS, INC.** Eligible uses include costs incurred from the period of October 30, 2012 through March 31, 2013. Permitted uses include, but are not limited to: Construction / repairs, including temporary heat / hot water, 2.Replacement of lost revenue for very low-income housing developments that suffered disruption in services, 3.Direct resident assistance, and 4.Organizational working capital. Proposals to be submitted on a rolling basis and will be evaluated as funding is available. Proposals to be submitted on a rolling basis and will be evaluated as funding is available. All Proposal Items must be submitted ELECTRONICALLY to Elizabeth Zeldin, Program Director at [ezeldin@enterprisecommunity.org](mailto:ezeldin@enterprisecommunity.org) . Hard copies of proposal or application materials will not be accepted. Website [www.enterprisecommunity.org](http://www.enterprisecommunity.org)

### III – Foundations Grants

1. **Harry and Jeanette Weinberg Foundation**-in Owings Mills, Maryland, has announced that it will donate up to \$1 million in support of ongoing Superstorm Sandy relief efforts in New York, New Jersey, and Connecticut. <http://hjweinbergfoundation.org/>
2. **United Way Hurricane Sandy Recovery Fund** - address the near and long term recovery needs of communities most affected by the hurricane, including bolstering United Way's community based partners that serve hurricane affected individuals and families who were already vulnerable and experiencing challenges in meeting their most basic needs. Contributions to the Fund may be used by local United Ways in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Virginia, Washington, DC and West Virginia to address recovery needs in communities that FEMA has declared disaster areas. Also, non-profits providing support to survivors of Hurricane Sandy are eligible for funds to help them recover from damages preventing service delivery or to meet the increased demands as a result of the Hurricane. Funds can also cover case management services or other expenses as identified by the local Unmet Needs Committee in a given affected community. **Contact your local United Way for information.**
3. **Aetna's four Matching Grant Programs** - Aetna's four Matching Grant Programs support employees and retirees who generously contribute their time or money to nonprofit organizations: a. Our Disaster Response program matches employee donations made to disaster relief organizations. Donations of up to \$5,000 per person, per year are eligible for matching funds. b. Our Volunteer Grants program will make a \$300 grant to any eligible organizations at which an employee or retiree volunteers 20 hours or more each year. c. Our Personal Donations Matching Gift program provides up to \$5,000 to support a donation to a qualifying nonprofit. D. We also match donations to the annual Giving Campaign, which supports the United Way, Community Health Charities, and other educational and nonprofit organization that Aetna's employees value. More information : Employees and retirees can learn more or submit an online request for a matching grant.  
[http://www.aetna.com/sharedsvcs/Redirect?d=std&t=http://www.aetna.com/exit\\_disclaimer/external\\_link.html&u=https://www.cybergrants.com/pls/cybergrants/aetna.eg\\_login.chose\\_login](http://www.aetna.com/sharedsvcs/Redirect?d=std&t=http://www.aetna.com/exit_disclaimer/external_link.html&u=https://www.cybergrants.com/pls/cybergrants/aetna.eg_login.chose_login)  
Aetna Foundation Matching Grants Program Guidelines -  
[http://www.cybergrants.com/aetna/docs/matching\\_grant\\_guidelines.pdf](http://www.cybergrants.com/aetna/docs/matching_grant_guidelines.pdf)
4. **Disability Funders Network (DFN) Rapid Response Fund** The Disability Funders Network (DFN) Rapid Response Fund has been launched to help non-profit organizations meet the immediate and long-term needs of people with disabilities in the Northeast region impacted by Hurricane Sandy. The DFN Rapid Response Fund is offering mini-grants to 501(c)(3) nonprofit organizations to meet specific needs which include, but are not limited to transportation, shelter, medication, medical equipment and assistive technology. Grants from the DFN Rapid Response Fund will be disbursed directly to non-profit organizations with the capacity to affect the greatest need among hurricane victims and/or evacuees with disabilities. Initially, grants from the fund will focus on immediate needs of the targeted population. It is anticipated that future awards will be made to address long-term needs, as

well. Grants will continue to be awarded until funds are depleted. The average amount of any one grant is \$5,000. Multiple requests from a single organization are not encouraged. We encourage you to submit to [khutchinson@disabilityfunders.org](mailto:khutchinson@disabilityfunders.org) Please make sure that all applications have DFN Rapid Response Fund. We understand that not everyone has email capacity at this time—if this is the case, we will accept your application by regular mail.

Send to:

Kim Hutchinson  
President/CEO  
DFN Rapid Response Fund  
14241 Midlothian Trnpg. #151  
Midlothian, VA 23113-6500  
Phone: (703) 795-9646  
Cell: (804)405-3288

**5. Ambrose Monell Foundation Grants** - The Ambrose Monell Foundation provides grants for projects related to religious, charitable, scientific, medical, literary, and educational uses and purposes. Applicants are required to submit a letter of inquiry (LOI) to the Foundation before applying for grants. The review process for LOIs takes approximately four to six weeks. Applicants will be contacted by the Foundation only if the LOI receives a favorable response. At that time, the Foundation will request a detailed proposal and, if helpful, schedule a meeting with the prospective grantee. Proposals are to be submitted only upon invitation; unsolicited proposals will not be reviewed. Amounts vary. Past grants have ranged from \$10,000 to \$500,000. Proposals are reviewed by the Board of Directors twice a year, once in June and once in December. In order to be reviewed in June, proposals should be received by April 30th and to be reviewed in December, by October 31st. This are the Website for more information : <http://fwww.monellvetlesen.org/monell/appguide.htm> , <http://fwww.monellvetlesen.org/> Emailed to: [info@monellvetlesen.org](mailto:info@monellvetlesen.org)

**6. CIGNA Foundation Grants**- Funding for programs that enhance the health of individuals and families and the well-being of communities. The CIGNA Foundation defines its activities in terms of four primary impact areas. Potential grantees will be expected to demonstrate how their activities positively impact one of these areas; Promoting Wellness: Building awareness, helping people manage their health challenges and making health services available and affordable for all; Expanding Opportunities: Reaching across barriers – be they based on gender, ethnicity or physical condition – to tap the talents of every person; ;Developing Leaders: Supporting the type of community service that gives talented individuals the experience to become future leaders; Embracing Communities: Connecting neighbors to create networks that will address the complex social and environmental challenges we all face. Please note that while there are no geographic restrictions, preference is given to those locations where CIGNA has a significant presence. All organizations requesting funding must be current 501(c)(3) public charities. See Program web site for Grant Disqualifiers. Although there are no restrictions on amount of funds requested, \$5000 is considered a typical grant, particularly for first-time recipients. Decisions are made on an ongoing basis; there is no deadline for receipt of applications, although all funds are distributed on an annual basis by November 30<sup>th</sup>. Grant link:



<https://secure16.easymatch.com/cignagive/applications/agency/?Skip=LandingPage&ProgramID=2> or call Grant helpline: 1.866.865.5277

**7. Kroger Co. Foundation Grant-** These grants aim to enhance the quality of life in communities with a concentration of Kroger customers and employees. Summary of eligible grant requests: Local United Way campaigns; Local educational organizations, primarily K-12 schools; Local hunger relief organizations; Local breast cancer and women's health initiatives; Local organizations that support and promote the advancement of women and minorities; Local grassroots community organizations; Capital campaigns, start-up grants, and funding for special projects. Only nonprofit organizations that serve the geographic areas where the Kroger Company operates are eligible to apply. Support will be provided only to programs that address a clearly identified need in the community and do so with clearly defined goals and objectives. Organizations should reflect a strong base of community support. Application process: Proposals may be submitted at any time through the operating Divisions of the company. The Foundation has no research staff and relies exclusively on the management of Kroger operating units to make recommendations on the most appropriate and effective use of Foundation resources in the communities they serve. Proposals must include an IRS tax-exempt determination letter and should include a statement of the reason for the request. Link: <http://www.thekrogerco.com/community/kroger-foundation>  
For a copy of our contribution guidelines, <http://www.thekrogerco.com/docs/default-document-library/here.pdf?sfvrsn=0>  
Contact:  
Foundation Administrator  
The Kroger Co. Foundation  
1014 Vine Street  
Cincinnati, Ohio 45202  
Phone: 866.221.4141

**8. Enterprise Launches the Enterprise Partner Support & Rebuilding Fund for New York and New Jersey** - At Enterprise, our hearts are with every community suffering in Superstorm Sandy's aftermath. While the total costs of the historic storm are not yet clear, tens of thousands of people in New York and New Jersey alone have lost their homes, the foundations upon which people and neighborhoods thrive. Enterprise and our partners are strongly committed to recovery, rebuilding and resilience. Apply here for the Enterprise Partner Support & Rebuilding Fund, which Enterprise created to help our partners with the immediate recovery and rebuilding efforts. The fund consists of two parts: 1- Emergency grants that can be used to address any immediate needs resulting from the storm; 2- Immediate low-cost working capital that our for-profit and nonprofit partners can use to speed rebuilding such as bridging the gap to other resources including FEMA funding and insurance coverage. Partners can apply for the fund by contacting Elizabeth Zeldin. Donors interested in making a contribution to the Fund may do so by designating their gift to the Enterprise Partners Support & Rebuilding Fund or by contacting Vicky Hernandez at 212.284.7121. Grant Link: <http://www.enterprisecommunity.com/news-and-events/news-releases/statement-on-recovery-fund>

- 9. J.L. Simmons Non-Profit PR Grant 2013** - Grants valued at \$25,000 to \$50,000 in the form of in-kind public relations services to 10 qualified small USA non-profit organizations. The purpose of these grants is to provide charities with a variety of public relations services that may include consulting, public relations assistance, newswire services (press release dissemination to media) to promote organization activities to media folk, and Internet marketing (such as free run-of-site advertising on major news portals). These services are intended to help non-profits raise awareness, court halo sponsors and philanthropists, and better engage casual donors, by outreach to traditional media, social media, bloggers, and other interested parties. Apply for a grant on-line at: <http://prgrants.com/non-profit-pr-grant-application/> Contact: [info@neotropo.com](mailto:info@neotropo.com) Phone: 1.310.373.4856
- 10. The TJX Foundation Grants** - Grants to non-profit organizations and charities that provide a wide range of innovative, effective services for disadvantaged women, children, and families in communities across the U.S. The purpose of these grants is to provide financial support for programs that address the areas of: civic/community, domestic violence, education, health, and social services. Grant Link: [http://www.tjx.com/corporate\\_community\\_foundation.asp](http://www.tjx.com/corporate_community_foundation.asp) For more information please contact; Christine A. Strickland TJX Foundation Manager Phone: 508-390-3199, Fax: 508-390-5722, Email: [tjx\\_foundation@tjx.com](mailto:tjx_foundation@tjx.com)
- 11. Kessler Foundation: Signature Employment Grants** - Grants between \$100,000 - \$250,000 will be awarded to USA non-profit organizations to support non-traditional solutions and/or social ventures that increase employment outcomes for individuals with disabilities. Grant monies are intended to fund new pilot initiatives, demonstration projects, or social ventures that lead to the generation of new ideas to solve the high unemployment and underemployment of individuals with disabilities. To begin the application process please see [https://www.grantrequest.com/SID\\_972/?SA=SNA&FID=35004](https://www.grantrequest.com/SID_972/?SA=SNA&FID=35004)  
Before starting your grant application, contact the funding source below for updates/changes/addendums/conferences/LOIs Telephone: 973.324.8362  
Fax: 973.324.8373 e-mail: [info@kesslerfoundation.org](mailto:info@kesslerfoundation.org) or [KFgrantprogram@KesslerFoundation.org](mailto:KFgrantprogram@KesslerFoundation.org)
- 12. Non-Profit Training Resource Fund Grant Guidelines** - TD Charitable Foundation Total funding of \$200,000 in grants awarded to eligible organizations for employees to attend approved classes and courses that will enhance job performance. Grant awards will cover the cost of tuition for employees. Organizations must be tax-exempt under IRS Code 501(c)(3) and not be classified as a private foundation and must be located within a TD Bank, N.A. market area. Organizations must have a mission/focus that promotes one of the following: 1- Affordable housing for low- to moderate-income individuals; 2- Increased economic (small business) development; 3- Financial literacy for low- and moderate-income youth, individuals or families, or After-school or extracurricular programming for low- and moderate-income children. Questions and comments can be submitted via the "contact us" form:

[http://www.tdbank.com/community/community\\_contacts.html](http://www.tdbank.com/community/community_contacts.html) or email [CharitableGiving@TDBanknorth.com](mailto:CharitableGiving@TDBanknorth.com)

**13. Surdna Foundation Grantmaking** - Grants are available to support non-profits that build strong local economies. The purpose of these grants is to support programs that increase access to opportunities for residents to build their wealth in a sustainable manner. Funding will support non-profits and communities that implement the Foundation's programs to create "communities of opportunity" with thriving businesses that offer good jobs within reach of diverse residents. They also incorporate sustainable and affordable transportation and development solutions, enabling all residents to easily travel from their homes to jobs, education, and amenities. Funding will also support non-profits that implement the Foundation's "Strong Local Economies" program, which aims to create strong and sustainable local economies that include a diversity of vibrant businesses and sectors, as well as improve residents' livelihood and access to quality jobs and training within a region. Organizations are eligible for a maximum of three consecutive years of funding. A different LOI is required for each focus area, and can be obtained at: <http://www.surdna.org/grants/how-to-apply.html> (and <http://www.surdna.org/grants/how-to-apply/96.html> if you have one you've already begun). Mail materials to: Grants Administrator, Surdna Foundation, 330 Madison Ave., 30th Floor, New York, NY 10010. For more information contact (212) 557-0010 | [questions@surdna.org](mailto:questions@surdna.org).

**14. Hunter Douglas Hurricane Sandy Relief & Recovery Fund** - Hunter Douglas, the leading manufacturer and marketer of custom window fashions in North America, announced that it has created the Hunter Douglas Hurricane Sandy Relief & Recovery Fund. The Company will make an initial donation of \$100,000 and, in addition to that \$100,000, will match every employee donation on a dollar-for-dollar basis up to \$250,000. For more information, call 1-800-274-2985 or visit: [www.hunterdouglas.com](http://www.hunterdouglas.com).

**15. Mertz Gilmore Foundation** - NYC Communities Grants generally starting at \$25,000 to New York City non-profit organizations that are engaged in grassroots organizing and advocacy efforts to address human needs and strengthen low-income, vulnerable communities. These grants are intended to promote an equitable and sustainable city of vibrant communities despite the recent economic downturn.

Funding will be provided within the following two categories:

- \* Support to technical assistance providers that help community-based organizations address organizational needs; and
- \* Support to collaborative campaigns.

I. Technical Assistance Providers: The Foundation will provide funding to a select number of supporting organizations to provide assistance in such areas as law, planning, analysis, or advocacy assistance to help neighborhood groups achieve community aspirations. This could also include connecting community organizations working on similar issues in order to influence policy, scale up programs, or expand networks of activism. Priority will be given to inquiries that address the specific needs of the Foundation's community-based partners,

especially those working on issues of economic and environmental justice. Inquiries can be submitted by the technical assistance provider, but joint submissions are encouraged.

II. Collaborative Campaigns: The Foundation will support a limited number of collaborative campaigns. Priority will be given to inquiries from a coalition or network uniting around a common problem or central theme and designed to achieve its goals in 1-2 years. Grants may also be considered for campaigns by a single organization working with partners on a timely issue. Grants could be small, while work is in the exploratory or planning stages, or larger, at the implementation stage.

### **Estimated Size of Grant:**

Past grants have generally ranged from \$25,000 to over \$150,000.

### **Term of Contract:**

1 - 2 years.

### **Eligibility:**

Nonprofits having a 501(c)(3) status with the IRS

See RFP for full eligibility

The Foundation does not accept proposals for:

- \* Individuals
- \* Endowments, annual fund appeals or fundraising events
- \* Conferences, workshops
- \* Sectarian religious concerns
- \* Scholarships, fellowships, research, loans, or travel
- \* Film or media projects
- \* Publications

### **Pre-Application Information:**

To Apply: Please send a 2-3 page letter of inquiry by email to Rachael Young to help staff determine a possible fit with the Foundation's program priorities. Staff will then initiate a discussion of a possible proposal, if necessary, or simply request one.

All submissions will be acknowledged.

Deadline: Letters of inquiry for the fall 2013 grant cycle are due by Friday, August 9, 2013. Earlier submissions are welcome, but final funding decisions will be made by the Board in November.

### **Contact Information:**

Before starting your grant application, please review the funding source's website listed below for updates/changes/addendums/conferences/LOIs.

Rachael Young  
212-475-5581  
[ryoung@mertzgilmore.org](mailto:ryoung@mertzgilmore.org)

URL for Full Text (RFP): <http://www.mertzgilmore.org/index.php/programs/nyc-communities>

### Geographic Focus:

New York

**16. The Disability Funders Network (DFN) Rapid Response Fund** - Grants averaging \$5,000 each to non-profit organizations working to meet the immediate and long-term needs of people with disabilities in Northeastern regions impacted by Hurricane Sandy. These grants are intended to help non-profits meet specific needs including, but not limited to, transportation, shelter, medication, medical equipment, and assistive technology for people with disabilities.

Grants from the DFN Rapid Response Fund will be disbursed directly to non-profits with the capacity to affect the greatest need among hurricane victims and/or evacuees with disabilities. Initially, grants from the fund will focus on immediate needs of people with disabilities. Eventually, awards will be made to address long-term needs, as well.

### Eligibility:

See RFP for full eligibility

Eligibility for funding is limited to 501(c)(3) non-profit organizations. Requests from grass-roots organizations will be given priority during the review process. No grants will be awarded to individuals or for general operating purposes.

Examples of eligible services – all of which must be for the exclusive benefit of people with disabilities affected by the recent gulf hurricanes -- include housing assistance, communication access and/or interpreter services, assistive technology, and provision of durable medical equipment.

### Pre-Application Information:

Grants will continue to be awarded until funds are depleted.

Organizations are encouraged to submit applications to: [khutchinson@disabilityfunders.org](mailto:khutchinson@disabilityfunders.org)

Please make sure that all applications have 'DFN Rapid Response Fund Application' in the subject line.

Communications will be via e-mail whenever possible; however, DFN understands that not everyone has email capacity at this time—if this is the case, DFN will accept your application by regular mail. Send to:

Kim Hutchinson  
President/CEO  
DFN Rapid Response Fund

## DISASTER GRANTS & TOOLS

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14241 Midlothian TrnPk. #151  
Midlothian, VA 23113-6500

### Contact Information:

Before starting your grant application, please review the funding source's website listed below for updates/changes/addendums/conferences/LOIs.

Kim Hutchinson  
President/CEO

Phone: (703) 795-9646

Cell: (804)405-3288

Email: [khutchinson@disabilityfunders.org](mailto:khutchinson@disabilityfunders.org)

### URL for Full Text (RFP):

[See the full text of this grant](#)

### Attached Files:

[132055\\_DFN\\_Rapid\\_Response\\_Fund\\_Application\\_2012.doc](#)

### Geographic Focus:

Connecticut Delaware Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island

**17. BNY Mellon Foundation** - Grants are available for non-profit organizations that develop programs or projects that either focus on providing needy people with basic necessities, or enabling people to enter the workforce as competent employees. The Foundation seeks to enhance community living by supporting needy people and by creating a capable and productive workforce. The Foundation considers basic needs to be food, clothing, energy and housing assistance to those who require immediate help. The workforce development investments are geared to improve access to employment through job training, education, mentoring and skills development.

#### Contact Information:

Before starting your grant application, please review the funding source's website listed below for updates/changes/addendums/conferences/LOIs.

Email at: [powering.potential@bnymellon.com](mailto:powering.potential@bnymellon.com)

**18. Walgreen Co.** - Grants will be awarded in the USA non-profit organizations for projects and programs that improve the quality of life in communities. Organizations seeking funding should have a specific focus on improving: Access to health and wellness in their

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## DISASTER GRANTS & TOOLS

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community; Pharmacy education programs and mentoring initiatives; Civic and Community outreach; Emergency and Disaster Relief; and Health.

Health is the major area of focus, and single-Disease Agencies are also supported by this grant.

Not funded:

Educational or travel grants for contests, pageants, trips, or conventions

Advertising, promotional events, or sponsorship of athletic teams

Lobbying, partisan, or denominational programs

Endowment campaigns

Capital campaigns

Sponsorships for individuals participating in cause-related events; i.e., walks, runs, conferences, etc.

Sponsorships submitted by a third party on behalf of an organization.

**Eligibility:**

Nonprofits having a 501(c)(3) status with the IRS

See RFP for full eligibility

**Ineligible:**

-United Way supported agencies

-Faith-based organizations for inherently religious purposes or to serve a limited constituency

**Pre-Application Information:**

-Please allow a minimum of 4 to 6 weeks for a response.

-To begin the application process, please see

[https://www.grantrequest.com/SID\\_505/Default.asp?CT=CT&SA=SNA&FID=35009&SESID=52546&RL=](https://www.grantrequest.com/SID_505/Default.asp?CT=CT&SA=SNA&FID=35009&SESID=52546&RL=)

**Contact Information:**

Before starting your grant application, please review the funding source's website listed below for updates/changes/addendums/conferences/LOIs.

Walgreen Co.

200 Wilmot Road

Deerfield, IL 60015

Online Inquiries:

1-877-250-5823

Link: <http://www.walgreens.com/marketing/about/community/guidelines.jsp>

**19. Jewish Helping Hands** - Accepting Letters of Inquiry Tikkun Olam Grant Program

Jewish Helping Hands is inviting Letters of Inquiry for its Tikkun Olam grant program, which works to advance the goal of inspiring and supporting tzedakah, justice, and righteousness around the world.

The program supports initiatives and projects that work toward achieving social justice at the local, national, and international level. The fund will support projects that focus on reaching needy and vulnerable populations in the United States and abroad, particularly those that have been overlooked or marginalized. Through cooperation with local communities, JHH hopes to support programs and projects that are sustainable and scalable through financial and hands-on support. The goal is to promote projects with the potential to make a tangible and lasting difference in the lives of the populations served.

JHH values programs and projects that aim to bring about positive change for groups of all backgrounds and religious affiliations, and welcomes grant applications from organizations and individuals regardless of these factors.

JHH will consider making grants to individuals and organizations working to address basic causes of injustice and foster systemic change, promote self-help and empowerment within communities, and/or respond to unmet needs of those who are poor and/or marginalized. The program will not make grants to capital or political campaigns, or for scholarships, fellowships, or programs administered by for-profit entities. Additionally, JHH grant monies cannot be used to subsidize administrative salaries or expenses; all grant funds must be used for program expenses.

Tikkun Olam grants are awarded annually. A typical grant award may be up to \$5,000. Grant recipients may re-apply to have their grants renewed.

Letters of Inquiry must be submitted online no later than September 3, 2013. Upon review, select organizations will be notified by October 21 and invited to submit full applications.

See the JHH Web site for eligibility and application procedures.

<http://jewishhelpinghands.org/grants/>

### III – Government Grants



## DISASTER GRANTS & TOOLS

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1. **FY 2013 Economic Development Assistance Programs** EDA provides strategic investments that foster job creation and attract private investment to support development in economically distressed areas of the United States. Under this FFO, EDA solicits applications from both rural and urban areas to provide investments that support construction, non-construction, technical assistance, and revolving loan fund projects under EDA's Public Works and Economic Adjustment Assistance programs. Grants made under these programs are designed to leverage existing regional assets to support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities. <http://www.eda.gov/>, [www.Grants.gov](http://www.Grants.gov)
2. **Social Services Block Grant Program (SSBG)** - Social Services Block Grants (SSBG) enables each state or territory to meet the needs of its residents through locally relevant social services. SSBGs support programs that allow communities to achieve or maintain economic self-sufficiency to prevent, reduce or eliminate dependency on social services. Website <http://www.acf.hhs.gov/programs/ocs/programs/ssbg>
3. **National Emergency Grant**: Disaster NEGs require that the Federal Emergency Management Agency (FEMA) has declared a disaster area eligible for public assistance and is only available to states. The primary purpose of a disaster project is to create temporary employment to assist with clean-up activities. The initial award will restrict the clean-up period to 6 months from the date of grant award, until there is a subsequent modification (e.g., fully documented plan or other request) that justifies a longer clean-up period. A state may include in its fully documented plan, or modification request, a component for employment-related services. This component is for workers involved in the clean-up work and who will not return to their prior employment. The modification must demonstrate that the participants need employment-related assistance to return to the workforce and that other resource are not available to provide such services. The employment-related component must provide information on the number of participants that require assistance, the type of assistance and the duration and planned performance goals. The application must also include the outcomes of those who will not require employment-related assistance through the NEG project. Relevant Guidance: TEGL 16-03. National Emergency Grants are part of the U.S. Secretary of Labor's discretionary fund and are awarded based on a state's ability to meet specific guidelines. <http://www.doleta.gov/NEG/>
4. **HUD** - has issued a NOFA for the Self-Help Homeownership Opportunity Program (SHOP). SHOP funds are awarded to national and regional nonprofit organizations and consortia to facilitate and encourage innovative homeownership opportunities on a national, geographically diverse basis through the provision of self-help homeownership housing programs. Deadline: Jul 15, 2013 . Click here for an application: <http://www.grants.gov/search/search.do;jsessionid=zTBZRLyHXsx4C0ydJD57zr7m1vMDGvKVQx3l3JHn081gYFvX9gv!-1328374230?oppld=217395&mode=VIEW>
5. **Superstorm Sandy Social Services Block Grant (Sandy SSBG)** - The State of New York will distribute \$200,034,600 in federal Superstorm Sandy Social Services Block Grant (Sandy SSBG) funding to eligible health and human services providers through a public and transparent solicitation for proposals.

## DISASTER GRANTS & TOOLS

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Sandy SSBG resources are dedicated to covering necessary expenses resulting from Superstorm Sandy, including social, health and mental health services for individuals, and for repair, renovation and rebuilding of health care facilities, mental hygiene facilities, child care facilities and other social services facilities. These resources will help New York State fulfill the five broad goals of the Social Services Block Grant:

1. To provide economic self-support;
2. To promote self-sufficiency;
3. To prevent or remedy neglect, abuse, or exploitation of children and adults;
4. To provide for community-based care, home-based care, or other forms of less intensive care; and
5. To provide institutional care when other forms of care are not appropriate.

### Timetable of Key Events:

#### Event: Date:

Request for Proposals Issued 07/05/13

Proposals Due 08/30/13 at 3:00 p.m.

Informational Meetings/Technical Assistance 07/16/13

Submittal of Question Deadline 07/22/13

Posted Date of Answers 07/31/13

Contract Term Contracts will have a start date no earlier than 09/01/13, and an end date no later than 09/30/15

#### Inquiries:

From the issuance of this RFP until grantees are selected, all contacts relative to this procurement, except as otherwise specified herein, concerning this RFP must be made through the following contact:

Kevin Sweet

Management Specialist 3

NYS Office of Children and Family Services

Bureau of Contract Management

52 Washington Street South bldg. Rm. 202

Rensselaer, NY 12144

518-486-7573

or via email to [SandySSBG.Solicitation@ocfs.ny.gov](mailto:SandySSBG.Solicitation@ocfs.ny.gov) with SSBG in the subject line.

#### Applications:

All application materials may be completed and submitted online at

<http://nysandyhelp.ny.gov/content/sandy-social-services-block-grant-ssbg-funding> or in hard copy. If submitting in hard copy, please send three (3) complete copies of the proposal and all required forms to the address above, with original signatures on each. Material must be received by OCFS by or before August 30, 2013 at 3:00 p.m.

For more information visit :

<http://www.nysandyhelp.ny.gov/sites/default/files/documents/SandySSBGDraftSolicitation07032013-Final.pdf>

6. **Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funds** - The New York State Office of Emergency Management (State OEM) is pleased to announce the availability of Federal Emergency Management Agency (FEMA) Hazard Mitigation

## DISASTER GRANTS & TOOLS

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Grant Program (HMGP) funds associated with Presidential Disaster Declaration DR-4085: New York Hurricane Sandy (“Superstorm Sandy”) declared October 30, 2012.

This grant program provides the opportunity to invigorate New York’s economy, encourage innovation, improve technology, and increase the quality of life for New Yorkers while developing a more crisis-ready New York State.

### **LETTER OF INTENT DEADLINE EXTENDED TO AUGUST 1, 2013**

FUNDS AVAILABLE FOR: Communities to Develop and Update Hazard Mitigation Plans  
Communities and Certain Private Non-Profits to Carry Out  
Hazard Mitigation Projects

DATE ANNOUNCED: Monday, June 10, 2013 (Extended on July 2, 2013)

LETTERS OF INTENT DUE: Thursday, August 1, 2013 by 11:59 pm (see details below)

***Please note: The deadline for Letters of Intent (LOIs) has been extended to August 1, 2013, at 11:59 pm, to allow participation by communities still responding to recent severe flooding events across the State.***

For more information: <http://nysandyhelp.ny.gov/content/hazard-mitigation-grant-program-hmgrp-0>

## **V – National Voluntary organization Active in Disaster (NVOAD)**

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## DISASTER GRANTS & TOOLS

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1. **ACTS World Relief** unites, trains, and equips responders in emergency response and community service, demonstrating the compassion of God, regardless of race and religion. **Function Areas:** Training, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers and Debris Removal.  
Web: <http://www.actswr.org> Phone: 888-336-7119.
2. **Adventist Community Services** - is the humanitarian arm of the Seventh-Day Adventist Church of North America. ACS Disaster Response (ACS DR) is a leading in-kind donations management organization in the U.S., specializing in the handling of undesignated donated goods. **Function areas:** Training, Mental Health & Spiritual Care, Pastoral Counseling, Serving of Meals, Warehouse Management and Unaffiliated Volunteers. ACS DR operates under agreements with FEMA, the American Red Cross, the Aidmatrix Foundation, and over 40 states.  
Phone: 301-680-6438, Email: [acs@nad.adventist.org](mailto:acs@nad.adventist.org)
3. **All Hands Volunteers, Inc.** - provides hands-on assistance to survivors of natural disasters around the world, with maximum impact and minimum bureaucracy. By supporting volunteers with housing, meals, tools, and organized work at no charge, All Hands is able to provide free and effective response services to communities in need. Programs are directed by the needs of each community in which it works, ensuring a timely, relevant, and culturally sensitive response. **Function areas:** Outreach & Info, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers, Muck-outs/Gutting, Debris Removal, Call Center Staffing and Database Management. Web: <http://hands.org/> - Email: [info@hands.org](mailto:info@hands.org)
4. **Alliance of Information and Referral Systems (AIRS)** - provide leadership and support to members and affiliates to advance the capacity of a standards-driven information and referral industry that brings people and services together. **Function areas:** Outreach & Info, Call Center Staffing and Database Management  
Web: <http://airs.org/> Email: [info@airs.org](mailto:info@airs.org) Phone: (703) 218-AIRS (2477)
5. **American Radio Relay League, Inc.** - is the national association for amateur radio with over 157,000 members in the U.S. For 100 years, amateur radio operators have provided communications when normal means are down or overloaded. Function areas: Training Communication Services Web: <http://www.arrl.org/> Email: [hq@arrl.org](mailto:hq@arrl.org) Phone: 860-594-0200
6. **The American Red Cross** is a humanitarian organization led by volunteers and guided by its Congressional charter and the Fundamental Principles of the International Red Cross Movement that provides relief to survivors of disasters and helps people prevent, prepare for, and respond to emergencies. **Function areas:** Training, Mental Health & Spiritual Care, Damage Assessment, Case Work, Serving of Meals, Sheltering, Training of Spontaneous Unaffiliated Volunteers,

## DISASTER GRANTS & TOOLS

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Case Management, Database Management, Financial Counseling and Financial Assistance  
Web: <http://www.redcross.org> Phone: 800-733-2767

7. **Billy Graham Rapid Response Team** was established following the attacks of September 11, 2001, to train qualified volunteers as crisis chaplains and deploy them to effectively meet the emotional and spiritual needs of those suffering from major disasters. **Functional areas:** Training, Mental Health & Spiritual Care and Pastoral Counseling.  
Web: [http://www.billygraham.org/rrt\\_index.asp](http://www.billygraham.org/rrt_index.asp) Phone: (704) 401-2432
8. **Brethren Disaster Ministries** restores hope for the most vulnerable disaster survivors by engaging volunteers to repair and rebuild storm-damaged homes, and by providing grants to support the disaster recovery efforts of faith-based partners. Children Disaster Services (CDS) meets the needs of children by setting up child care centers in shelters and disaster assistance centers. Specially trained to respond to traumatized children, volunteers provide a calm, safe, and reassuring presence. CDS also educates parents and caregivers on how to help children cope. **Function areas:** Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Full Home Rebuild, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers, Debris Removal. Web: <http://www.brethren.org/bdm/> Email: [bdm@brethren.org](mailto:bdm@brethren.org) Phone: 800-451-4407
9. **Buddhist Tzu Chi Foundation** is an international volunteer-led charitable organization that provides humanitarian aid, spiritual care, and medical services to individuals, families, and communities locally and internationally. Tzu Chi Foundation, U.S.A. focuses on four major areas: charitable, medical, education, and humanistic cultural services. **Function areas:** Outreach & Info Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers. Function areas: Web: <http://www.us.tzuchi.org/us/en> Email: [info@us.tzuchi.org](mailto:info@us.tzuchi.org) Phone: 909-447-7799
10. **Catholic Charities USA** has a mission to provide services to people in need, to advocate for justice in social structures, and to call the entire church and other people of good will to do the same. CCUSA local agencies' disaster relief and recovery services include emergency food, shelter, direct financial assistance, counseling, and support. **Function areas:** Outreach & Info Planning, Training, Case Work, Pastoral Counseling, Food Preparation, Serving of Meals, Donations Management, Training of Spontaneous Unaffiliated Volunteers, Muck-outs/Gutting Repair/Rebuild Laborers and Financial Assistance. Web: <http://www.catholiccharitiesusa.org/> Email: [info@catholiccharitiesusa.org](mailto:info@catholiccharitiesusa.org) Phone: 703-549-1390
11. **Churches of Scientology Disaster Response** provides spiritual care as well as assists with the unmet material needs of survivors, responders, and care givers who are affected by trauma, loss, upset, stress, and confusion after a disaster. This is accomplished in a variety of ways immediately following an incident. CSDR volunteers also assist other disaster organizations in need of volunteers to carry out their tasks. **Function areas:** Pastoral Counseling, Warehouse

Management, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers Muck-outs/Gutting and Debris Removal. Web: <http://www.volunteerministers.org/> Phone: (800) 435-7498

12. **Church World Service Emergency Response Program** has a mission to provide effective and compassionate response to the physical, psychological, and spiritual needs of persons and communities affected by natural and human-caused disasters. CWS focuses on both immediate emergency assistance and long-term support that helps survivors take ownership of the recovery process. **Function areas:** Training, Pastoral Counseling and Financial Assistance. Web: <http://www.churchworldservice.org/> Email: [info@churchworldservice.org](mailto:info@churchworldservice.org) Phone: 800-297-1516
13. **City Team Ministries International Disaster Response** began after the 1989 Loma Prieta earthquake to shelter and care for survivors. City Team International is a non-denominational Christian organization. **Function areas:** Food Preparation, Serving of Meals, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers, Muck-outs/Gutting, Mold Remediation, Framing, Roof Repair and Repair/Rebuild Laborers. Web: <http://cityteam.org/> Email: [sanjose@cityteam.org](mailto:sanjose@cityteam.org) Phone: (408) 232-5600
14. **Convoy of Hope** is a faith-based organization with a driving passion to feed the world through children's feeding initiatives, community outreach, disaster response, and partner resourcing. As an early response organization, Convoy of Hope is capable of rapid deployment during disasters. With a fleet of tractor-trailers, Mobile Command Center, and by utilizing multiple Points of Distribution models Convoy is an active and efficient disaster relief organization. During disasters we provide resources including water, food, ice, clean up kits, hygiene, and other supplies as needed during response. Convoy of Hope also does debris removal, volunteer coordination, and works with partners to provide spiritual and emotional care to survivors. In non-disaster times we provide preparedness training for public and faith-based organizations. **Function areas:** Training, Donations Management, Pastoral Counseling, Muck-outs/Gutting, Repair/Rebuild Laborers and Debris Removal. Web: <http://www.convoyofhope.org/> Phone: 417-823-8998
15. **Cooperative Baptist Fellowship** is not a disaster relief organization but responds when major disasters strike through its own resources or partner organizations. The model for its disaster response ministries is a long-term presence to help communities recover and rebuild. When gift-in-kind donations are helpful in disaster relief, the Fellowship serves as a clearinghouse, matching a donor with a need in the disaster zone. It may establish a designated fund to which churches can financially contribute for a specific disaster. When volunteers are needed, the Fellowship invites individuals and groups to apply for service opportunities. **Function areas:** Donations Management, Reception Center Management and Training of Spontaneous Unaffiliated Volunteers. Web: <http://www.thefellowship.info/> Email: [contact@thefellowship.info](mailto:contact@thefellowship.info) Phone: 800-352-8741
16. **Episcopal Relief and Development** is an international relief and development agency serving on behalf of the Episcopal Church of the United States. When disaster strikes, it helps deliver life-saving supplies such as medicine, blankets, and food for emergency shelters or camps;

provide shelter along with trauma counseling and psycho-social services to survivors; repair and construct homes, schools, health clinics, roads, water systems, and community centers to replace those destroyed; residents restore the social and economic fabric of their communities by providing educational opportunities and improving access to legal services and home ownership; and train and equip local churches to prepare for and respond to disasters. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Case Work, Serving of Meals, Reception Center Management, Muck-outs/Gutting, Repair/Rebuild Laborers and Debris Removal. Web: <http://www.er-d.org/> Email: [er-d@er-d.org](mailto:er-d@er-d.org) Phone: 855-312-HEAL (432

17. **Feeding America** has a mission to feed America's hungry through a nationwide network of member food banks and to engage in the fight to end hunger. Feeding America collects, transports, warehouses, and distributes food and personal care items through its national network of food banks. It prepositions emergency food and personal care items at strategically designated locations throughout the country and regularly cycles the inventory to ensure freshness and safety. **Function areas:** Planning, Donations Management, Food Preparation, Serving of Meals and Warehouse Management. Web: <http://feedingamerica.org/> Phone: 800-771-2303
18. **Feed the Children** - is a Christian international nonprofit relief organization whose mission is to deliver food, medicine, clothing, and other necessities to families who lack these essentials due to famine, war, poverty, or natural disaster. **Function areas:** Donations Management, Mass Care and Database Management. Web: <http://www.feedthechildren.org/> Email: [ftc@feedthechildren.org](mailto:ftc@feedthechildren.org) Phone: 800-627-4556
19. **Habitat for Humanity International** - brings people together to build homes, communities, and hope. **Function areas:** Foundation Work, Framing, Full Home Rebuild, Roof Repair and Repair/Rebuild Laborers. Web: <http://www.habitat.org/> Email: [disaster\\_response@habitat.org](mailto:disaster_response@habitat.org) Phone: 1-800-HABITAT
20. **Headwaters Relief Organization** is a disaster relief collaboration of volunteers that support both the emotional and housing rehabilitation needs of families and communities ravaged by disaster. Their mission is to react with agility and compassion when disasters strike through practical aid; physical recovery assistance and mental health support to victims after the first responders have come and gone. **Function areas:** Health, Mental Health & Spiritual Care, Muck-outs/Gutting, Volunteer Management and Debris Removal. Web: <http://headwatersrelief.org/> Phone: 612-251-2853
21. **HOPE Animal-Assisted Crisis Response** - provides comfort and encouragement through animal-assisted support to individuals affected by crises and disasters. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers and Debris Removal. Web: <http://hopeaacr.org/> Email: [info@hopeaacr.org](mailto:info@hopeaacr.org) Phone: 877-467-3597



22. **Hope Coalition America (Operation Hope)** - helps clients recover financially from natural disasters, foreclosures, and other emergencies by providing financial guidance to victims of such disasters. Operation HOPE, an organization skilled at mobilizing volunteers from the financial services industry, through its Hope Coalition America division offers highly versatile and rapidly-deployable resources to help people needing financial guidance before, during and after disasters. **Function areas:** Case Work, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Mold Remediation, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers, Debris Removal and Case Management. Web: <http://www.operationhope.org/> Phone: 213-891-2900
23. **HOPE worldwide, Ltd** - is an international charity. It works with partners such as the American Red Cross to help prevent, prepare for, and respond to emergencies and keep hope alive, uses a large international volunteer base with centers on six continents, and takes steps to provide community-based, long term and sustainable assistance. **Function areas:** Outreach & Info, Case Work, Mass Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Mold Remediation, Framing, Roof Repair, Repair/Rebuild Laborers/Debris Removal and Case Management. Web: <http://hopeww.org/> Email: [hope.worldwide@hopeww.org](mailto:hope.worldwide@hopeww.org) Phone: 610-254-8800
24. **Humane Society of the United States** - Emergency Services Animal Rescue Team supports local animal control and humane organizations and government agencies in the rescue, transport, and emergency sheltering of animals if invited by local authorities who have been exhausted or overwhelmed by the disaster. Using trained staff and volunteers in an ICS-structured team, the Humane Society works cooperatively with other disaster response agencies to ensure that families and animals, and animals alone, are brought from harm and given care and shelter until they can be returned to their homes. **Function areas:** Training and Animal & Pet Services. Web: <http://www.humanesociety.org/> Email: [membership@humanesociety.org](mailto:membership@humanesociety.org) Phone: 202-452-1100
25. **ICNA (Islamic Circle of North America) Relief USA** - seeks to alleviate human suffering by providing caring, compassionate, and practical assistance to survivors of natural and man-made disasters, in the United States. They strive to accurately represent Islamic values and compassion, serving humanity regardless of race, religion, or culture. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers. Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers and Debris Removal. Web: <http://icnarelief.org/> Phone: 718-658-7028
26. **Islamic Relief USA** - Since its inception, one of Islamic Relief's primary goals has been to provide rapid relief for disaster victims. Partnerships in some three dozen countries maximize Islamic Relief's ability to respond to urgent situations with speed and efficiency, as well as cultural sensitivity. Islamic Relief's emergency aid efforts often include the distribution of food, water and clothing; the construction of temporary shelters; and the administration of vital medical care. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Training of



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Spontaneous, Unaffiliated Volunteers, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers, Debris Removal. Web: <http://www.irusa.org/> Email: [info@irusa.org](mailto:info@irusa.org) Phone: 855-447-1001.

27. **International Critical Incident Stress Foundation Inc. (ICISF)** - is dedicated to the prevention and mitigation of disabling stress through the provision of education, training, and support services for all emergency services professionals; continuing education and training in emergency mental health services for the mental health community; and consultation in the establishment of crisis and disaster response programs for varied organizations and communities worldwide. **Function areas:** Outreach & Info, Health, Mental Health & Spiritual Care, Financial Assistance. Web: <http://www.icisf.org/> Email: [info@icisf.org](mailto:info@icisf.org) Phone: 410-750-9600
28. **International Relief and Development** - is committed to reduce the suffering of the world's most vulnerable groups and provide the tools and/or resources needed to increase their self-sufficiency. IRD Relief & Humanitarian Assistance teams are first responders. They respond to immediate needs and then continue support through critical recovery and rehabilitation phases. **Function areas:** Outreach & Info, Repair/Rebuild Laborers and Financial Assistance. Web: <http://www.ird.org/> Email: [ird@ird-dc.org](mailto:ird@ird-dc.org) Phone: 703-248-0161
29. **The Jewish Federations of North America** - is an umbrella organization that mobilizes financial and social resources through its philanthropic endeavors, strategic initiatives, and international agencies to strengthen the Jewish people. **Functions areas:** Outreach & Info, Health, Mental Health & Spiritual Care, Pastoral Counseling, Database Management and Financial Assistance. Web: <http://www.jewishfederations.org/> Email: [info@JewishFederations.org](mailto:info@JewishFederations.org) Phone: 212-284-6500
30. **Latter-day Saints Charities** - strive to provide immediate assistance following disasters. The Church provides food and other relief supplies as needed. **Functions areas:** Health, Mental Health, & Spiritual Care, Pastoral Counseling, Case Management, Repair/Rebuild, Laborers and Debris Removal. Web: <http://www.ldr.org/> Email: [disaster@elca.org](mailto:disaster@elca.org) Phone: 800-638-3522, ext. 2748.
31. **Lutheran Disaster Response** - promotes hope, healing, and wholeness for disaster survivors. **Function areas:** Health, Mental Health & Spiritual Care, Pastoral Counseling, Case Management Repair/Rebuild Laborers and Debris Removal. Web: <http://www.ldr.org/> Email: [disaster@elca.org](mailto:disaster@elca.org) Phone: 800-638-3522, ext. 2748
32. **Mennonite Disaster Service** is a volunteer network of Anabaptist churches that responds to those affected by disaster in Canada and the United States. While the main focus is on clean up, repair, and rebuilding homes, this service touches lives and nurtures hope, faith, and wholeness. **Function areas:** Foundation Work, Framing, Full Home Rebuild, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers and Debris Removal. Web: <http://mds.mennonite.net/> Email: [mdsus@mds.mennonite.net](mailto:mdsus@mds.mennonite.net) Phone: 717-735-3536

33. **Mercy Medical Airlift** - ensures that no needy patient is denied access to distant specialized medical evaluation, diagnosis, or treatment for lack of a means of long-distance medical air transportation; and of urgent transportation in situations of compelling human need and homeland security emergencies. **Function areas:** Health, Mental Health & Spiritual Care. Web: <http://mercymedical.org/> Email: [info@mercymedicalairlift.org](mailto:info@mercymedicalairlift.org) Phone: 757-318-9174
34. **National Association of Jewish Chaplains (NAJC)** - is a professional organization of Jewish chaplains, promoting the highest standards of training, certification, and delivery of care. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling. Web: <http://www.najc.org/> Email: [info@najc.org](mailto:info@najc.org) Phone: 973-929-3168
35. **National Baptist Convention USA** - seeks to lessen the impact of disasters and potential catastrophic incidents by meeting the needs of communities through preparedness and mitigation, increasing a community's ability to respond when a disaster occurs while reducing the effects of unavoidable emergencies. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Warehouse Management, Full Home Rebuild, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers and Debris Removal. Web: <http://www.nationalbaptist.com/> Phone: 615-228-6292
36. **National Organization for Victim Assistance (NOVA)** - champions dignity and compassion for victims of crime and crisis. It provides training for crime victim advocates and crisis responders in a trauma mitigation protocol as well as staffing a toll-free victim assistance telephone line and educating political leaders on policy issues. **Function areas:** Training, Health and Mental Health & Spiritual Care. Web: <http://trynova.org/> Phone: 703-535-6682
37. **Nazarene Disaster Response** is Nazarenes mobilizing for disasters through readiness, response, and recovery. Local Nazarenes serve and remain with disaster victims in their own neighborhoods. In large-scale events the denomination can assist local efforts with the support of volunteers and donors from across the country and through partnerships with other disaster relief agencies. Nazarenes concentrate assist on the poor, elderly, and handicapped. **Function areas:** Training, Donations Management, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Warehouse Management, Muck-outs/Gutting, Mold Remediation, Repair/Rebuild Laborers, Debris Removal and Database Management. Web: <http://ncmusacan.nazarene.org/NDR/tabid/665/Default.html> Phone: 913-577-0500
38. **NECHAMA - Jewish Response to Disaster** is a voluntary organization providing cleanup and recovery assistance to homes and communities affected by natural disasters. Guided by the Jewish value of Tikkum Olam (repairing the world) through acts of goodness, NECHAMA (Hebrew for comfort) offers a helping hand in the spirit of goodwill and creating mutual respect among all people. NECHAMA volunteers assess storm damage; sandbag; chain saw and remove fallen trees; pump flood water from rooms and basements; remove contaminated building materials, appliances and personal effects; sanitize and dry surfaces to prevent mold growth; and otherwise prepare homes to be re-occupied by the owners so that fix-up and reconstruction may begin. **Function areas:** Training, Volunteer Management, Muck-outs/Gutting, Repair/Rebuild Laborers and Debris Removal. Web: <http://nechama.org/> Phone: 763-732-0610

39. **Noah's Wish** - has the singular mission to save animals during disasters with its rescue and recovery services and to mitigate the impact of disasters on animals through educational and outreach programs. *Function areas:* Training and Animal & Pet Services. Web: <http://www.noahswish.org/> Email: [info@noahswish.info](mailto:info@noahswish.info) Phone: 916-939-9474
40. **Operation Blessing** has a mission to demonstrate God's love by alleviating human suffering in the United States and around the world through core programs of disaster relief, medical aid, hunger relief, orphan care, water wells, and community development. *Function areas:* Outreach & Info, Training, Case Work, Food Preparation, Serving of Meals, Reception Center Management, Mold Remediation, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers, Debris Removal, Full Home Rebuild and Financial Assistance. Web: <http://www.ob.org/> Phone: 800-730-2537
41. **Points of Light** - Action Networks reach distinct groups with the tools and resources they need to engage people as change agents. These include: HandsOn Network, the largest network of 250 local volunteer centers across the country and around the world; generationOn, the youth service movement that ignites the power of kids to make their mark on the world; AmeriCorps Alums, the national service alumni network that activates the next generation of service leaders; and Points of Light Corporate Institute, our enterprise that enables companies to engage their employees and customers in volunteer service. *Function areas:* Reception Center Management, Training of Spontaneous Unaffiliated Volunteers and Financial Assistance/Grants. Web: <http://www.pointsoflight.org/> Email: [info@handsonnetwork.org](mailto:info@handsonnetwork.org) Phone: 404-979-2900
42. **Presbyterian Church in America - Mission North America** - provides support to PCA churches in disaster-affected communities through a network of staff and volunteer damage assessment teams, first response teams, site managers, and key leaders. MNA recruits and mobilizes volunteers, receives and distributes supplies and equipment, brings awareness of specific needs, channels raised recovery funds, focuses prayer, and provides spiritual encourage to PCA families and their communities. *Function areas:* Training, Mass Care, Food Preparation, Serving of Meals, Muck-outs/Gutting, Roof Repair, Full Home Rebuild, Repair/Rebuild Laborers, Debris Removal, Database Management and Financial Assistance. Web: <http://pcamna.org/> Email: [mna@pcanet.org](mailto:mna@pcanet.org) Phone: 678-825-1200
43. **Presbyterian Church U.S.A.** - Presbyterian Disaster Assistance is an emergency and refugee program focusing on the long term recovery of disaster impacted communities. Volunteer work teams help families rebuild and restore their homes or to do other disaster recovery work. *Function areas:* Training, Outreach & Info, Pastoral Counseling, Call Center Staffing, Database Management, Financial Assistance, Repair/Rebuild, Laborers and Debris Removal. Web: <http://www.presbyterianmission.org/ministries/pda/> Phone: 800-728-7228
44. **Rebuilding Together** - brings volunteers and communities together to improve the homes and lives of low-income homeowners. It provides critical home repairs, extensive rehabilitation, modifications and improvements for America's low-income homeowners. Rebuilding Together

rebuilds the homes and lives of the nation's most vulnerable homeowners and families at no cost to those served. **Function areas:** Mold Remediation, Foundation Work, Framing, Full Home Rebuild, Roof Repair, Repair/Rebuild and Laborers. Web: <http://rebuildingtogether.org/> Phone: 800-473-4229

45. **Samaritan's Purse** - is a non-denominational Christian organization providing spiritual and physical aid to hurting people around the world. It specializes in meeting critical needs for victims of war, disaster, famine, and epidemics in the world's most troubled regions. **Function areas:** Volunteer Management, Donation's Management, Repair/Rebuild Laborers and Debris Removal. Web: <http://www.samaritanspurse.org> Phone: 828-262-1980
46. **Save the Children** - is the leading independent organization for children. When disaster strikes around the world, Save the Children is there to save lives with food, medical care, and education, and remains to help communities rebuild through long-term recovery programs. **Function areas:** Training, Planning and Childcare/Day Care. Web: <http://www.savethechildren.org> Phone: 203-221-4030
47. **Society of St. Vincent DePaul** - is a Catholic organization that embraces all works of charity and justice. Vincentians seek their personal holiness through works of charity. **Function areas:** Training, Case Work, Donations Management, Pastoral Counseling, Food Preparation, Serving of Meals, Warehouse Management, Reception Center Management and Case Management. Web: <http://svdpusa.org> Phone: 314-576-3993
48. **Southern Baptist Convention/ North American Mission Board** - is a Christ-centered partnership serving through the local church to bring help, healing, and hope to individuals and communities affected by disaster. **Function areas:** Outreach & Info, Training, Communication Services, Donations Management, Mold Remediation, Food Preparation, Serving of Meals, Muck-outs/Gutting, Framing , Roof Repair, Repair/Rebuild Laborers, Debris Removal, Call Center Staffing and Database Management. Web: <http://www.namb.net/dr/> Phone: 770-410-6000
49. **The Salvation Army** - is an international movement and an evangelical part of the universal Christian church. Its disaster program consists of several basic services: food service, shelter, emergency financial assistance to individuals and families through casework specialists, donations management, emotional and spiritual care, emergency communications, disaster case management, clean-up and reconstruction, and partnerships. **Function areas:** Outreach & Info, Training, Communication Services, Case Work, Donations Management, Health, Mental Health & Spiritual Care, Pastoral Counseling, Sheltering, Food Preparation, Serving of Meals, Warehouse Management, Volunteer Management, Database Management and Financial Assistance. Web: <http://disaster.salvationarmyusa.org> Phone: 202-756-2600
50. **United Church of Christ** - through its Office of National Disaster Ministries provides assistance with acute and/or long-term effects of natural or technologically-caused disasters. **Function areas:** Training, Outreach & Info, Pastoral Counseling, Case Work, Full Home Rebuild,

## DISASTER GRANTS & TOOLS

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Mold Remediation, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers and Financial Assistance. Web: <http://www.ucc.org> Phone: 216-736-2100

51. **United Methodist Committee on Relief (UMCOR)** - has as its mission to alleviate human suffering, whether caused by war, conflict, or natural disaster, with open hearts and minds to all people. UMCOR responds to natural or civil disasters of such magnitude that they overwhelm a community's ability to recovery on its own. UMCOR offers disaster preparedness training, provides essential supplies and care – both physical and psychological – in the immediate aftermath of a disaster, and supports long-term rebuilding efforts and assists communities as they adapt. **Function areas:** Training, Case Work, Donations Management, Health, Mental Health & Spiritual Care, Pastoral Counseling, Warehouse Management, Serving of Meals, Reception Center Management, Framing, Muck-outs/Gutting, Roof Repair, Repair/Rebuild Laborers, Debris Removal and Financial Assistance. Web: <http://www.umcor.org> Email: [umcor@umcor.org](mailto:umcor@umcor.org) Phone: 212-870-3951
52. **United Way Worldwide** - improves lives by mobilizing the caring power of communities around the world to advance the common good. United Way does not provide services directly but coordinates with United Way chapters and the 2-1-1 network. It coordinates and supports a 2-1-1 Disaster Response Team. **Function areas:** Outreach & Info, Call Center Staffing and Database Management. Web: <http://www.unitedway.org> Phone: 703-836-7112
53. **World Renew (Formerly Christian Reformed World Relief Committee)** - volunteers give their time and talent to help clear debris, assess needs, and rebuild homes after a disaster strikes. CRWRC partners with NVOAD and Church World Services. **Function areas:** Training, Health, Mental Health & Spiritual Care, Pastoral Counseling, Food Preparation, Serving of Meals, Reception Center Management, Training of Spontaneous Unaffiliated Volunteers, Muck-outs/Gutting, Roof Repair/Rebuild Laborers and Debris Removal. Web: <http://crwrc.org/> Phone: 800-55-CRWRC (27972)

## V – Other Grants and Resources

1. **Ethnic Community Self Help Program Grant** - has issued a request for proposals for the Ethnic Community Self Help Program Grant. The objective of this program is to strengthen organized ethnic communities to ensure ongoing support and services to refugees within five years after their initial resettlement. National, regional (multi-state) or local refugee ethnic-based community organizations that address community building and facilitate cultural adjustment and integration are invited to apply. Deadline: Jul 15, 2013. To learn more about this opportunity, click here: <http://www.acf.hhs.gov/grants/open/foa/>
2. **ICNA Relief USA (ICNA Relief)**- provides domestic disaster relief and social services to underserved populations within the United States. Our clients consist primarily of immigrants and minorities whose access to services has been obstructed by numerous hurdles, including language barriers and cultural misconceptions. ICNA Relief is multicultural community building organization which fulfills basic human needs and provides social services to the underserved. ICNA Relief operates under the principle that all people are created equal, and when given the right tools, will thrive and bring communities. We promote justice by creating the opportunities for the less fortunate to lead healthy and productive lives. Head Quarter is located at 87-91 144th Street, Jamaica, NY 11435 with more than 14 Field offices. More than 150 volunteers. We are a Muslim organization and feel the responsibility to help and support the needy as our religious responsibility. Website: <http://icnarelief.org/site2/>
3. **Procopio Fundraising** - addresses an unmet need in the non-profit community: a need to 'level the playing field' for leaner nonprofit organizations whose staff and volunteers are already stretched to their limits. Procopio Fundraising brings professional fund development processes and the assurance of a wider experience to your competitiveness for grant funds. Motivated by a sincere desire to lighten an organization's financial burden, we will work to help bring long-term sustainability to organizations like yours that do such important work for mankind. Contact information: [contact@procopiofundraising.com](mailto:contact@procopiofundraising.com) Phone 570-259-1476 website: <http://www.procopiofundraising.com/>
4. **Network for Good** - Whether you are nonprofit raising money for your good cause, a corporation giving back to your communities or an individual raising funds for your favorite charity with family and friends, we can help. Network for Good powers more digital giving than any other platform. In our ten-year history, we've processed nearly \$700 million for over 80,000 nonprofits. We are accredited by the Better Business Bureau Wise Giving Alliance and meet all 20 of its standards for charity accountability. <http://www1.networkforgood.org/about-us> or call us at 888.284.7978.
5. **NYDIS - AMERICAN RED CROSS AWARDS GRANT TO NEW YORK DISASTER INTERFAITH SERVICES FOR SUPERSTORM SANDY RECOVERY PROGRAMS**

STATEN ISLAND, July 2, 2013 - The American Red Cross has awarded a \$2,968,424 grant to New York Disaster Interfaith Services (NYDIS) to support long-term recovery services for people affected by Superstorm Sandy.

Founded in response to 9/11, NYDIS is a faith-based federation of more than 80 service providers and charitable organizations that collaborate to provide disaster readiness, response and recovery services to New York City. NYDIS will use the grant both to administer the New York City Sandy Unmet Needs Roundtable and to distribute grant dollars through the New York City Unmet Needs Fund. The Unmet Needs Roundtable program is an established long-term recovery resource that customizes assistance for eligible Sandy clients in need. NYDIS will also use the grant to coordinate housing needs for volunteers travelling to New York City to assist in efforts to repair or rebuild homes in all five boroughs.

"Superstorm Sandy wreaked havoc in our region and many people are still on the road to recovery," said Josh Lockwood, CEO, Red Cross Greater New York Region. "The Red Cross partnership with NYDIS will enable these individuals impacted by Sandy to have their outstanding needs met through the Unmet Needs Roundtable program. Unmet Needs Roundtables are used nationally as a tool for long-term disaster recovery, and we are fortunate to have NYDIS and other funding partners in this effort."

The New York City Sandy Unmet Needs Roundtable was established as a resource of last resort for eligible residents impacted by Superstorm Sandy throughout New York City's five boroughs. It will provide several forms of assistance, including emergency cash grants, sustainable recovery grants, loans and discounted, tax-free appliances, furniture and building supplies, through a partnership with Home Depot. In addition to the Red Cross grant, the United Way of New York City has provided a leadership grant to fund staff as well as cash assistance for the Unmet Needs Fund; these monies were awarded to NYDIS from the United Way Hurricane Sandy Recovery Fund. NYDIS has also received funding for the New York City Sandy Unmet Needs Fund from the Cooperative Baptist Fellowship, International Orthodox Christian Charities, Islamic Relief USA, Lutheran Social Services of New York Metro Baptist Church and others. The Salvation Army has also partnered with NYDIS to directly distribute its own unmet needs funds via the New York City Sandy Unmet Needs Roundtable.

The resources of the New York City Sandy Unmet Needs Roundtable can only be accessed by a Disaster Case Manager. Impacted families with unmet needs in New York City should contact their case manager to determine eligibility or to access this program. Those in need of disaster case management services should reach out to the New York State Disaster Case Management Program by calling 311 or 1-855-258-0483.

## V –Grants Research and Trainings



### A. Foundation Center

1. **The Foundation Center** - is the leading source of information about philanthropy worldwide. Through data, analysis, and training, it connects people who want to change the world to the resources they need to succeed. The Center maintains the most comprehensive database on U.S. and, increasingly, global grantmakers and their grants — a robust, accessible knowledge bank for the sector. It also operates research, education, and training programs designed to advance knowledge of philanthropy at every level. Thousands of people visit the Center's web site each day and are served in its five regional library/learning centers and its network of 470 funding information centers located in public libraries, community foundations, and educational institutions nationwide and around the world. Website: <http://foundationcenter.org/>
2. **GrantWatch.com** - is the only website that provides a comprehensive listing of the most current funding opportunities: Federal, Foundation grants for nonprofits, for-profits, preschools, education, community, faith based organizations, universities, small businesses and government. Professional Grants Writers, Education & Health Consultants(PGWHC, Inc.) For more information contact Libby Hikind [Libby@GrantWatch.com](mailto:Libby@GrantWatch.com) or call 347-210-5815 Website: <http://www.grantwatch.com/>
3. **Grants.gov** - is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. Learn more about Grants.gov and determine if you are eligible for grant opportunities offered on this site. Contact information: °Phone: 1-800-518-4726 (local toll free). For International callers, please dial 606-545-5035 to speak with a Contact Center representative. °Email: [support@grants.gov](mailto:support@grants.gov) website: <http://www.grants.gov/>
4. **Rural Assistance Center** - A product of the U.S. Department of Health and Human Services' Rural Initiative, the Rural Assistance Center (RAC) was established in December 2002 as a rural health and human services "information portal." RAC helps rural communities and other rural stakeholders access the full range of available programs, funding, and research that can enable them to provide quality health and human services to rural residents. Phone: 1-800-270-1898, Fax: 1-800-270-1913, Email: [info@raconline.org](mailto:info@raconline.org) <http://www.raconline.org/>



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## DISASTER GRANTS & TOOLS

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This process is grounded in the conviction that a partnership should develop between the nonprofit and the donor. When you spend a great deal of your time seeking money, it is hard to remember that it can also be difficult to give money away. In fact, the dollars contributed by a foundation or corporation have no value until they are attached to solid programs in the nonprofit sector.

This truly is an ideal partnership. The nonprofits have the ideas and the capacity to solve problems, but no dollars with which to implement them. The foundations and corporations have the financial resources but not the other resources needed to create programs. Bring the two together effectively, and the result is a dynamic collaboration.

You need to follow a step-by-step process in the search for private dollars. It takes time and persistence to succeed. After you have written a proposal, it could take as long as a year to obtain the funds needed to carry it out. And even a perfectly written proposal submitted to the right prospect might be rejected for any number of reasons.

Raising funds is an investment in the future. Your aim should be to build a network of foundation and corporate funders, many of which give small gifts on a fairly steady basis and a few of which give large, periodic grants. By doggedly pursuing the various steps of the process, each year you can retain most of your regular supporters and strike a balance with the comings and goings of larger donors.

The recommended process is not a formula to be rigidly adhered to. It is a suggested approach that can be adapted to fit the needs of any nonprofit and the peculiarities of each situation. Fundraising is an art as well as a science. You must bring your own creativity to it and remain flexible.

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## FINANCIAL CONTROLS AND REPORTING

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A long-term recovery organization/committee must assure its constituency of the responsible use of donated resources. Effective financial management and controls make it difficult or impossible for organizational funds to be used improperly and helps ensure regular and accurate reporting. Financial controls and systems are one of the first things a new entity should consider and implement; an identified process for receiving funds, disbursing funds, and reporting the use of funds will help guarantee donated dollars and materials. Key considerations:

### **1. Money-Handling Guidelines and Policies Form the Base**

The Board/council should establish guidelines and policies addressing processes for deposits, spending authorities and limits, and check writing. Recommended policies include:

- Incoming-funds should be independently seen, recorded, banked, and accounted for by two or more persons.
- Someone other than the person who opens mail should compare each incoming check with issued receipts and with deposit paperwork.
- Expenditures should be approved by someone other than the person who signs checks.
- Someone other than the person who issues checks should do the monthly bank statement reconciliation.
- At least two signatures should be required on all checks.
- Checks should not be signed “ahead” by one or more of the signatures’.

### 2. Quality Reporting Supports Decision-making

- A Balance Sheet presenting the organization's assets and liabilities should be produced at least quarterly.
- A monthly Statement of Income and Expenses, with line item detail of project/program income and expenses, should compare the current period's fiscal performance and the year-to-date income and expense performance to the annual budget.
- In addition to demonstrating a level of leadership and vision, a simple analysis of budget variances (i.e. "why did we over- or under-spend in a particular area?") are helpful in keeping an organization on track and for future programmatic decision-making. Financial reports should present information in the same format in each reporting period.
- A written Budget should be developed as early as possible and, depending on the duration of the recovery, updated at least annually to give meaning to revenue and expense reports. Line item budgets designating expense projections that cannot be exceeded without board approval, help assure that organizational funds are not used for purposes other than authorized, and that spending stays within projected amounts.

### 3. The Audit Process as a Fundamental of Financial Management

- In the organizing stages, a recovery group should look to the community for a CPA (or professional bookkeeper) willing to serve as a consultant to the Board. An unbiased, trained set of eyes reviewing financial controls and procedures on a regular basis (perhaps as often as quarterly) during the formative stages of the organization may help ensure that a solid money-handling and reporting system avoids problems. Your CPA consultant may be willing donate audit services for the annual audit.
- Audits by certified public accountants assure the Board (who has ultimate responsibility) and donors that an organization has adequate controls, but an annual audit may be too late if proper controls have not been implemented early on.

### 4. Reporting to Donors and Contributors

- Reporting to donors and contributors is hard work that goes beyond the "asking" to include: 1) reporting the use of donated funds and goods; 2) interpreting that use in terms of the numbers of families assisted, the nature of the assistance provided that if not provided would have deterred reasonable recovery for the recipient, and on-going identification of emerging needs.
- Some donor organizations designate funds and/or require written or electronic reports at particular stages of expenditure. These requirements should be met in a timely manner.
- All donors or their representatives should receive regular reports (i.e. updates on emerging victim/survivor needs, funding needs, and monthly financial reports).
- All financial donors of substance should receive copies of annual audits, and a comprehensive closing report of finances and assistance programs.

### 5. Other Tips and Controls for Consideration

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## DISASTER GRANTS & TOOLS

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- A recovery group (Interfaith, Long-Term Recovery Organization, or a Long-Term Recovery Committee) receiving large quantities of in-kind material or equipment donations for its own use or redistribution should develop and implement a system of secure files for legal documents proving ownership and inventory.
- Train board members and staff on the financial management system in order to assure their understanding of the financial reports. The judiciary liability belongs to the Board!
- Staff may be able to better manage program budgets and project their casework needs if there is a transparent sharing of financial reports.
- Establish policies on retention of financial records in keeping with IRS and grantor's requirements.

This guide sheet is developed by Church World Service from commonly held practices. It is available for use and duplication by all denominations, disaster recovery groups, and long-term recovery mentors.

Church World Service Emergency Response Program – 212-870-3151 – [www.cwserp.org](http://www.cwserp.org)

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## ELEMENTS/HIGHLIGHTS OF ADMINISTRATION AS A NONPROFIT

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Any organization that solicits funds must be registered with the Secretary of State. If they anticipate raising several thousand dollars in goods, services or contributions in a calendar year, they must pay a fee to the Business Incorporation division of the Secretary of State and a fee to the Charities Division. What you should know about this is:

- You may not have to be a tax-exempt organization to solicit funds in certain states. Tax exempt is a federal tax opportunity for individuals and corporations who donate goods, services and money.
- The Secretary of State's Office may choose to expedite requests to form organizations addressing disaster related issues.
- There may be a required financial audit if you receive more than \$100,000 in contributed income in a year. Check with your State to make sure you budget for this.

If you are not a 501©(3) as registered with the Internal Revenue Service, it will be very difficult to get grants to support your strategic vision. One way to address this is to work with another similar organization that is a tax-exempt group. This is called a fiscal agent relationship. Make sure it's an organization with a similar focus or mission. You should know that:

- Foundations typically require a tax-exempt 501©(3) letter from the IRS
- The IRS may expedite disaster related requests to form a nonprofit organization.
- There may be no financial audit requirement when filing your 990 forms (the end of year "tax information" form filed by any nonprofit whose budget exceeds \$25,000) again check with your State.

Keep track of all time sheets for paid and, if not too onerous, volunteer workers: save all receipts to show that what you spent money on can be tracked every month, put internal controls into place to prevent fraud and capture stories about your efforts in writing and pictures. You need to show that the contributed money you received agrees with what you told the group/person who gave you the money you would spend it on.

Internal controls are systems that prevent one person from having all control over the income and expenditures. One tip to address this is that the bank statements are sent to the treasurer's house/work address and he or she can sign the checks. The board president can sign checks but not write them. A staff person or designated board member can write the checks and reconcile the bank statements but cannot sign checks. Make sure that the person who is gathering money, writing checks, paying bills, reconciling bank statements and creating reports is not all the same person.

The board of an organization is ultimately responsible for all operations of that organization. Make sure you have good reporting systems in place that inform them in terms of financial information (budget at the beginning of the year, balance sheet each meeting and budgeted items vs. actual items), activities for a particular period (in report forms) and minutes from any board meetings.

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### GRANT PROPOSAL PROCESS

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**Create you Need/Case Statement.** The Need Statement (also known as the Case Statement) is the who, what, when, where and why of your funding proposal. Be prepared to discuss your community in demographic terms (race, gender, age, geographic place), your organization (descriptions about staff and their ability and the board of directors and who they represent), your constituents (those that you serve directly...especially in terms of what you are requesting the money to do), the needs of your constituents and why this need is important enough for someone to give you lots of money to create strategies to address this need. The needs assessment analyzes the extent of the problem and the conditions you wish to change. The statement of the problem or need is a representation of the reason for your proposal.

**Establish Goals and Objectives.** That Support the Need. Goals and Objectives support the Need or Case Statement and provide the guide to reach the mission of your organization. Goals are broad statements that look at the desired changes you want to see happen. It is recommended that you state just one or two goals in your application. Objectives take the goals and break them down into smaller parts that tell the person giving you money what you will do in terms of dates and measurable items. Program objectives specify the outcomes of your project the end product and can be evaluated. Process objectives are also measurable and are written to assure that the program objectives are carried out.

**Develop Methods of Achieving Your Obstacles.** This is something like a checklist that comes from looking at your objectives. For example, if your goal is to increase rental and home-owner properties an objective might be to build 500 home by September, 2012. Some of the methods to do this might include hiring a contractor to design homes, purchase or get donated materials, recruit volunteers to build the homes. Activities (methods) in a section of your application which will explain in detail how you are going to achieve the outcomes.

**Evaluate Your Success.** This is simply taking the objectives and examining them to see whether you did what you set out to do. If you are going to build 500 homes, how will you know you did it? Well, in this case, by keeping track on paper of the homes built. It gives you the opportunity to say yes or no to the objectives.

**Create the Budget.** It is important that you present a detailed budget which will express the objectives and methods in financial terms. So if you need to hire the contractor, how much will he cost? If you purchase materials, what do they cost? Are there costs associated with volunteers building the homes?

**Having a good quality Strategic and/or Action plan** is VERY helpful in writing grant proposals. It tells the funder that you have a vision and that this request will support that vision. It gives credibility to your organization and provides a road map so that when funding opportunities come up, you are prepared to match the money needs with the needs of the people who you are trying to serve.

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### GATHERING BACKGROUND INFORMATION

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The first thing you will need to do in writing the master proposal is to gather the documentation for it. You will require background documentation in three areas: concept, program, and expenses. If all of this information is not readily available to you, determine who will help you gather each type of information. If you are part of a small nonprofit with no staff, a knowledgeable board member will be the logical choice. If you are in a larger agency, there should be program and financial support staff who can help you. Once you know with whom to talk, identify the questions to ask. This data-gathering process makes the actual writing much easier. And by involving other stakeholders in the process, it also helps key people within your agency seriously consider the project's value to the organization.

#### Concept

It is important that you have a good sense of how the project fits into the philosophy and mission of your agency. The need that the proposal is addressing must also be documented. These concepts must be well-articulated in the proposal. Funders want to know that a project reinforces the overall direction of an organization, and they may need to be convinced that the case for the project is compelling. You should collect background data on your organization and on the need to be addressed so that your arguments are well-documented.

#### Program

Here is a check list of the program information you require:

- the nature of the project and how it will be conducted;
- the timetable for the project;
- the anticipated outcomes and how best to evaluate the results; and
- staffing and volunteer needs, including deployment of existing staff and new hires.

#### Expenses

You will not be able to pin down all the expenses associated with the project until the program details and timing have been worked out. Thus, the main financial data gathering takes place after the narrative part of the master proposal has been written. However, at this stage you do need to sketch out the broad outlines of the budget to be sure that the costs are in reasonable proportion to the outcomes you anticipate. If it appears that the costs will be prohibitive, even with a foundation grant, you should then scale back your plans or adjust them to remove the least cost-effective expenditures.

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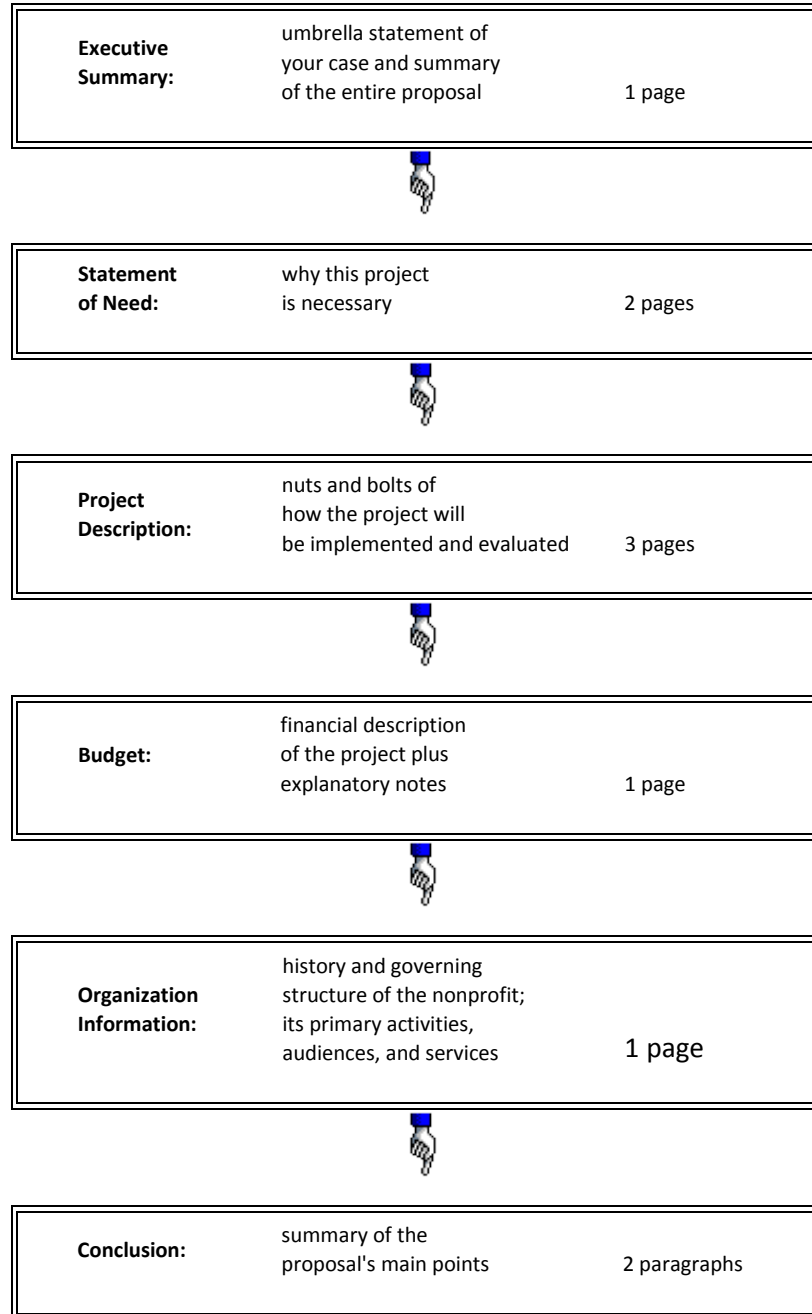
## DISASTER GRANTS & TOOLS

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### COMPONENTS OF A PROPOSAL

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### THE EXECUTIVE SUMMARY

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This first page of the proposal is the most important section of the entire document. Here you will provide the reader with a snapshot of what is to follow. Specifically, it summarizes all of the key

information and is a sales document designed to convince the reader that this project should be considered for support. Be certain to include:

**Problem** — a brief statement of the problem or need your agency has

recognized and is prepared to address (one or two paragraphs);

**Solution** — a short description of the project, including what will take place and

how many people will benefit from the program, how and where it will operate, for how long, and who will staff it (one or two paragraphs);

**Funding requirements**— an explanation of the amount of grant money required

for the project and what your plans are for funding it in the future (one paragraph); and

**Organization and its expertise**— a brief statement of the name, history,

purpose, and activities of your agency, emphasizing its capacity to carry out this proposal (one paragraph).

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### THE STATEMENT OF NEED

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If the funder reads beyond the executive summary, you have successfully piqued his or her interest. Your next task is to build on this initial interest in your project by enabling the funder to understand the problem that the project will remedy.

The statement of need will enable the reader to learn more about the issues. It presents the facts and evidence that support the need for the project and establishes that your nonprofit understands the problems and therefore can reasonably address them. The information used to support the case can come from authorities in the field, as well as from your agency's own experience.

You want the need section to be succinct, yet persuasive. Like a good debater, you must assemble all the arguments. Then present them in a logical sequence that will readily convince the reader of their importance. As you marshal your arguments, consider the following six points.

**First, decide which facts or statistics best support the project.** Be sure the data you present are accurate. There are few things more embarrassing than to have the funder tell you that your information is out of date or incorrect. Information that is too generic or broad will not help you develop a winning argument for your project. Information that does not relate to your organization or the project you are presenting will cause the funder to question the entire proposal. There also should be a balance between the information presented and the scale of the program.

**Second, give the reader hope.** The picture you paint should not be so grim that the solution appears hopeless. The funder will wonder whether an investment in a solution will be worthwhile. Here's an

example of a solid statement of need: "Breast cancer kills. But statistics prove that regular check-ups catch most breast cancer in the early stages, reducing the likelihood of death. Hence, a program to encourage preventive check-ups will reduce the risk of death due to breast cancer." Avoid overstatement and overly emotional appeals.

**Third, decide if you want to put your project forward as a model.** This could expand the base of potential funders, but serving as a model works only for certain types of projects. Don't try to make this argument if it doesn't really fit. Funders may well expect your agency to follow through with a replication plan if you present your project as a model.

If the decision about a model is affirmative, you should document how the problem you are addressing occurs in other communities. Be sure to explain how your solution could be a solution for others as well.

**Fourth, determine whether it is reasonable to portray the need as acute.** You are asking the funder to pay more attention to your proposal because either the problem you address is worse than others or the solution you propose makes more sense than others. Here is an example of a balanced but weighty statement: "Drug abuse is a national problem. Each day, children all over the country die from drug overdose. In the South Bronx the problem is worse. More children die here than any place else. It is an epidemic. Hence, our drug prevention program is needed more in the South Bronx than in any other part of the city."

**Fifth, decide whether you can demonstrate that your program addresses the need differently or better than other projects that preceded it.** It is often difficult to describe the need for your project without being critical of the competition. But you must be careful not to do so. Being critical of other nonprofits will not be well received by the funder. It may cause the funder to look more carefully at your own project to see why you felt you had to build your case by demeaning others. The funder may have invested in these other projects or may begin to consider them, now that you have brought them to their attention.

If possible, you should make it clear that you are cognizant of, and on good terms with, others doing work in your field. Keep in mind that today's funders are very interested in collaboration. They may even ask why you are not collaborating with those you view as key competitors. So at the least you need to describe how your work complements, but does not duplicate, the work of others.

**Sixth, avoid circular reasoning.** In circular reasoning, you present the absence of your solution as the actual problem. Then your solution is offered as the way to solve the problem. For example, the circular reasoning for building a community swimming pool might go like this: "The problem is that we have no pool in our community. Building a pool will solve the problem." A more persuasive case would cite what a pool has meant to a neighboring community, permitting it to offer recreation, exercise, and physical therapy programs. The statement might refer to a survey that underscores the target audience's planned usage of the facility and conclude with the connection between the proposed usage and potential benefits to enhance life in the community.

The statement of need does not have to be long and involved. Short, concise information captures the reader's attention.



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### THE PROJECT DESCRIPTION

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This section of your proposal should have five subsections: objectives, methods, staffing/administration, evaluation, and sustainability. Together, objectives and methods dictate staffing and administrative requirements. They then become the focus of the evaluation to assess the results of the project. The project's sustainability flows directly from its success, hence its ability to attract other support. Taken together, the five subsections present an interlocking picture of the total project.

#### Objectives

Objectives are the measurable outcomes of the program. They define your methods. Your objectives must be tangible, specific, concrete, measurable, and achievable in a specified time period. Grantseekers often confuse objectives with goals, which are conceptual and more abstract. For the purpose of illustration, here is the goal of a project with a subsidiary objective:

**Goal:** Our after-school program will help children read better.

**Objective:** Our after-school remedial education program will assist 50 children in improving their reading scores by one grade level as demonstrated on standardized reading tests administered after participating in the program for six months.

The goal in this case is abstract: improving reading, while the objective is much more specific. It is achievable in the short term (six months) and measurable (improving 50 children's reading scores by one grade level). With competition for dollars so great, well-articulated objectives are increasingly critical to a proposal's success.

Using a different example, there are at least four types of objectives:

1. **Behavioral** — A human action is anticipated. **Example:** Fifty of the 70 children participating will learn to swim.
2. **Performance** — A specific time frame within which a behavior will occur, at an expected proficiency level, is expected. **Example:** Fifty of the 70 children will learn to swim within six months and will pass a basic swimming proficiency test administered by a Red Cross-certified lifeguard.
3. **Process** — the manner in which something occurs is an end in itself. **Example:** We will document the teaching methods utilized, identifying those with the greatest success.
4. **Product** — A tangible item results. **Example:** A manual will be created to be used in teaching swimming to this age and proficiency group in the future.

In any given proposal, you will find yourself setting forth one or more of these types of objectives, depending on the nature of your project. Be certain to present the objectives very clearly. Make sure that they do not become lost in verbiage and that they stand out on the page. You might, for example, use numbers, bullets, or indentations to denote the objectives in the text. Above all, be realistic in setting objectives. Don't promise what you can't deliver.

Remember, the funder will want to be told in the final report that the project actually accomplished these objectives.

### **Methods**

By means of the objectives, you have explained to the funder what will be achieved by the project. The methods section describes the specific activities that will take place to achieve the objectives. It might be helpful to divide our discussion of methods into the following: how, when, and why.

*How:* This is the detailed description of what will occur from the time the project begins until it is completed. Your methods should match the previously stated objectives.

*When:* The methods section should present the order and timing for the tasks. It might make sense to provide a timetable so that the reader does not have to map out the sequencing on his or her own....The timetable tells the reader "when" and provides another summary of the project that supports the rest of the methods section.

*Why:* You may need to defend your chosen methods, especially if they are new or unorthodox. Why will the planned work lead to the outcomes you anticipate? You can answer this question in a number of ways, including using expert testimony and examples of other projects that work.

The methods section enables the reader to visualize the implementation of the project. It should convince the reader that your agency knows what it is doing, thereby establishing its credibility.

### **Staffing/Administration**

In describing the methods, you will have mentioned staffing for the project. You now need to devote a few sentences to discussing the number of staff, their qualifications, and specific assignments. Details about individual staff members involved in the project can be included either as part of this section or in the appendix, depending on the length and importance of this information.

"Staffing" may refer to volunteers or to consultants, as well as to paid staff. Most proposal writers do not develop staffing sections for projects that are primarily volunteer run. Describing tasks that volunteers will undertake, however, can be most helpful to the proposal reader. Such information underscores the value added by the volunteers as well as the cost-effectiveness of the project.

For a project with paid staff, be certain to describe which staff will work full time and which will work part time on the project. Identify staff already employed by your nonprofit and those to be recruited specifically for the project. How will you free up the time of an already fully deployed individual?

Salary and project costs are affected by the qualifications of the staff. Delineate the practical experience you require for key staff, as well as level of expertise and educational background. If an individual has already been selected to direct the program, summarize his or her credentials

and include a brief biographical sketch in the appendix. A strong project director can help influence a grant decision.

Describe for the reader your plans for administering the project. This is especially important in a large operation, if more than one agency is collaborating on the project, or if you are using a fiscal agent. It needs to be crystal clear who is responsible for financial management, project outcomes, and reporting.

### **Evaluation**

An evaluation plan should not be considered only after the project is over; it should be built into the project. Including an evaluation plan in your proposal indicates that you take your objectives seriously and want to know how well you have achieved them. Evaluation is also a sound management tool. Like strategic planning, it helps a nonprofit refine and improve its program. An evaluation can often be the best means for others to learn from your experience in conducting the project.

There are two types of formal evaluation. One measures the product; the other analyzes the process. Either or both might be appropriate to your project. The approach you choose will depend on the nature of the project and its objectives. For either type, you will need to describe the manner in which evaluation information will be collected and how the data will be analyzed. You should present your plan for how the evaluation and its results will be reported and the audience to which it will be directed. For example, it might be used internally or be shared with the funder, or it might deserve a wider audience. A funder might even have an opinion about the scope of this dissemination.

### **Sustainability**

A clear message from grantmakers today is that grantseekers will be expected to demonstrate in very concrete ways the long-term financial viability of the project to be funded and of the nonprofit organization itself.

It stands to reason that most grantmakers will not want to take on a permanent funding commitment to a particular agency. Rather, funders will want you to prove either that your project is finite (with start-up and ending dates); or that it is capacity-building (that it will contribute to the future self-sufficiency of your agency and/or enable it to expand services that might be revenue generating); or that it will make your organization attractive to other funders in the future. With the new trend toward adopting some of the investment principles of venture capital groups to the practice of philanthropy, evidence of fiscal sustainability becomes a highly sought-after characteristic of the successful grant proposal.

It behooves you to be very specific about current and projected funding streams, both earned income and fundraised, and about the base of financial support for your nonprofit. Here is an area where it is important to have backup figures and prognostications at the ready, in case a

prospective funder asks for these, even though you are unlikely to include this information in the actual grant proposal. Some grantmakers, of course, will want to know who else will be receiving a copy of this same proposal. You should not be shy about sharing this information with the funder.

### THE BUDGET

The budget for your proposal may be as simple as a one-page statement of projected expenses. Or your proposal may require a more complex presentation, perhaps including a page on projected support and revenue and notes explaining various items of expense or of revenue.

#### Expense Budget

As you prepare to assemble the budget, go back through the proposal narrative and make a list of all personnel and non-personnel items related to the operation of the project. Be sure that you list not only new costs that will be incurred if the project is funded but also any ongoing expenses for items that will be allocated to the project. Then get the relevant costs from the person in your agency that is responsible for keeping the books. You may need to estimate the proportions of your agency's ongoing expenses that should be charged to the project and any new costs, such as salaries for project personnel not yet hired. Put the costs you have identified next to each item on your list.

Your list of budget items and the calculations you have done to arrive at a dollar figure for each item should be summarized on worksheets. You should keep these to remind yourself how the numbers were developed. These worksheets can be useful as you continue to develop the proposal and discuss it with funders; they are also a valuable tool for monitoring the project once it is under way and for reporting after completion of the grant.

A portion of a worksheet for a year-long project might look like this:

Item	Description	Cost
Executive director	Supervision	10% of salary = \$10,000 25% benefits = \$ 2,500
Project director	Hired in month one	11 months at \$35,000 = \$32,083 25% benefits = \$ 8,025
Tutors	12 working 10 hours per week for three months	12 x 10 x 13 x \$ 4.50 = \$ 7,020
Office space	Requires 25% of current space	25% x \$20,000 = \$ 5,000

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## DISASTER GRANTS & TOOLS

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Overhead	20% of project cost	$20\% \times \$64,628 = \$12,926$
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With your worksheets in hand, you are ready to prepare the expense budget. For most projects, costs should be grouped into subcategories, selected to reflect the critical areas of expense. All significant costs should be broken out within the subcategories, but small ones can be combined on one line. You might divide your expense budget into personnel and non-personnel costs; your personnel subcategories might include salaries, benefits, and consultants. Subcategories under non-personnel costs might include travel, equipment, and printing, for example, with a dollar figure attached to each line.

### Support and Revenue and Statement

For the typical project, no support and revenue statement is necessary. The expense budget represents the amount of grant support required. But if grant support has already been awarded to the project, or if you expect project activities to generate income, a support and revenue statement is the place to provide this information.

In itemizing grant support, make note of any earmarked grants; this will suggest how new grants may be allocated. The total grant support already committed should then be deducted from the "Total Expenses" line on the expense budget to give you the "Amount to Be Raised" or the "Balance Requested."

Any earned income anticipated should be estimated on the support and revenue statement. For instance, if you expect 50 people to attend your performance on each of the four nights, it is given at \$10 a ticket, and if you hope that 20 of them will buy the \$5 souvenir book each night, you would show two lines of income, "Ticket Sales" at \$2,000 and "Souvenir Book Sales" at \$400. As with the expense budget, you should keep backup worksheets for the support and revenue statement to remind yourself of the assumptions you have made.

### Budget Narrative

A narrative portion of the budget is used to explain any unusual line items in the budget and is not always needed. If costs are straightforward and the numbers tell the story clearly, explanations are redundant.

If you decide a budget narrative is needed, you can structure it in one of two ways. You can create "Notes to the Budget," with footnote-style numbers on the line items in the budget keyed to numbered explanations. If an extensive or more general explanation is required, you can structure the budget narrative as straight text. Remember though, the basic narrative about the project and your organization belongs elsewhere in the proposal, not in the budget narrative.

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## ORGANIZATIONAL INFORMATION AND CONCLUSION

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### Organizational Information

Normally a resume of your nonprofit organization should come at the end of your proposal. Your natural inclination may be to put this information up front in the document. But it is usually better to sell the need for your project and then your agency's ability to carry it out.

It is not necessary to overwhelm the reader with facts about your organization. This information can be conveyed easily by attaching a brochure or other prepared statement. In two pages or less, tell the reader when your nonprofit came into existence; state its mission, being certain to demonstrate how the subject of the proposal fits within or extends that mission; and describe the organization's structure, programs, and special expertise.

Discuss the size of the board, how board members are recruited, and their level of participation. Give the reader a feel for the makeup of the board. (You should include the full board list in an appendix.) If your agency is composed of volunteers or has an active volunteer group, describe the function that the volunteers fill. Provide details on the staff, including the numbers of full and part-time staff, and their levels of expertise.

Describe the kinds of activities in which your staff engage. Explain briefly the assistance you provide. Describe the audience you serve, any special or unusual needs they face, and why they rely on your agency. Cite the number of people who are reached through your programs.

Tying all of the information about your nonprofit together, cite your agency's expertise, especially as it relates to the subject of your proposal.

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### LETTER PROPOSAL

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Sometimes the scale of the project might suggest a small-scale letter format proposal, or the type of request might not require all of the proposal components or the components in the sequence recommended here. The guidelines and policies of individual funders will be your ultimate guide. Many funders today state that they prefer a brief letter proposal; others require that you complete an application form. In any case, you will want to refer to the basic proposal components as provided here to be sure that you have not omitted an element that will support your case. As noted, the scale of the project will often determine whether it requires a letter or the longer proposal format. For example, a request to purchase a \$1,000 fax machine for your agency simply does not lend itself to a lengthy narrative. A small contribution to your agency's annual operating budget, particularly if it is a renewal of past support, might also warrant a letter rather than a full-scale proposal.

What are the elements of a letter request? For the most part, they should follow the format of a full proposal, except with regard to length. The letter should be no more than three pages. You will need to call upon your writing skills because it can be very hard to get all of the necessary details into a concise, well-articulated letter.

As to the flow of information, follow these steps while keeping in mind that you are writing a

letter to someone. It should not be as formal in style as a longer proposal would be. It may be necessary to change the sequence of the text to achieve the correct tone and the right flow of information.

Here are the components of a good letter proposal:

- *Ask for the gift:* The letter should begin with a reference to your prior contact with the funder, if any. State why you are writing and how much funding is required from the particular foundation.
- *Describe the need:* In a much abbreviated manner, tells the funder why there is a need for this project, piece of equipment, etc.
- *Explain what you will do:* Just as you would in a fuller proposal, provide enough detail to pique the funder's interest. Describe precisely what will take place as a result of the grant.
- *Provide agency data:* Help the funder know a bit more about your organization by including your mission statement, brief description of programs offered, number of people served, and staff, volunteer, and board data, if appropriate.
- *Include appropriate budget data:* Even a letter request may have a budget that is a half-page long. Decide if this information should be incorporated into the letter or in a separate attachment. Whichever course you choose, be sure to indicate the total cost of the project. Discuss future funding only if the absence of this information will raise questions.
- *Close:* As with the longer proposal, a letter proposal needs a strong concluding statement.
- *Attach any additional information required:* The funder may need much of the same information to back up a small request as a large one: a board list, a copy of your IRS determination letter, financial documentation, and brief resumes of key staff.

It may take as much thought and data gathering to write a good letter request as it does to prepare a full proposal (and sometimes even more). Don't assume that because it is only a letter, it isn't a time-consuming and challenging task. Every document you put in front of a funder says something about your agency. Each step you take with a funder should build a relationship for the future.

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### CONCLUSION

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Every proposal should have a concluding paragraph or two. This is a good place to call attention to the future, after the grant is completed. If appropriate, you should outline some of the follow-up activities that might be undertaken to begin to prepare your funders for your next request. Alternatively, you should state how the project might carry on without further grant support.

This section is also the place to make a final appeal for your project. Briefly reiterate what your nonprofit wants to do and why it is important. Underscore why your agency needs funding to accomplish it. Don't be afraid at this stage to use a bit of emotion to solidify your case.

### What Happens Next?

Submitting your proposal is nowhere near the end of your involvement in the grantmaking process. Grant review procedures vary widely, and the decision-making process can take anywhere from a few weeks to six months or more. During the review process, the funder may ask for additional information either directly from you or from outside consultants or professional references. Invariably, this is a difficult time for the grantseeker. You need to be patient but persistent. Some grantmakers outline their review procedures in annual reports or application guidelines. If you are unclear about the process, don't hesitate to ask.

If your hard work results in a grant, take a few moments to acknowledge the funder's support with a letter of thanks. You also need to find out whether the funder has specific forms, procedures, and deadlines for reporting the progress of your project. Clarifying your responsibilities as a grantee at the outset, particularly with respect to financial reporting, will prevent misunderstandings and more serious problems later.

Nor is rejection necessarily the end of the process. If you're unsure why your proposal was rejected, ask. Did the funder need additional information? Would they be interested in considering the proposal at a future date? Now might also be the time to begin cultivation of a prospective funder. Put them on your mailing list so that they can become further acquainted with your organization. Remember, there's always next year.

This short course in proposal writing was excerpted from [\*The Foundation Center's Guide to Proposal Writing\*](#), 4th ed. (New York: The Foundation Center, 2004), by Jane C. Geever, chairman of the development consulting firm, J. C. Geever, Inc.

[\*The Foundation Center's Guide to Proposal Writing\*](#) and other resources on the subject are available for free use in Foundation Center libraries and [Cooperating Collections](#).

See also in the FAQs "[Proposal Writing](#)" and among the User Aids "[Web Sites for Proposal Writers](#)."

*The Foundation Center offers full-day [Proposal Writing Seminars](#) at various locations throughout the country and free one-hour introductions to the process, entitled [Proposal Writing Basics](#), at all of its library locations.*