



Good Samaritan Foundation

A Ministry of The Kentucky Annual Conference of The United Methodist Church

Grant Application Cover Page

Name of Grant Applicant Agency: _____

Grant Applicant's Address: _____

Contact Person: _____

City: _____ State: _____ ZIP: _____

Phone: _____ FAX: _____ E-mail: _____

Title of Grant: _____

Check One: New Applicant

Previous Grantee

Number of previous grants received: _____

Purpose of Grant (100 words maximum):

Primary geographic area of recipients served by applicant: _____

Total cost of grant project: \$ _____ Amt of grant funds requested: \$ _____

Total current fiscal year operating budget: \$ _____

Signatures:

President/Executive Director: _____ Date: _____

Type or Print Name: _____

Board Chairperson: _____ Date: _____

Type or Print Name: _____



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Grant Application Format

All sections and subsections of the proposal application **MUST** be fully completed and returned to the Foundation by the deadline date to be considered for funding during the current funding cycle. Failure to provide requested information will result in applications being disqualified from consideration. Applications must be typed and submitted in the order described below. Each attachment should be clearly labeled and presented in the order listed below.

The deadline date for proposal applications for the 2008 Cycle is FEBRUARY 15, 2008. Applications must be post marked on or before the deadline date. At the present time the GSF does not accept faxed or electronically submitted Grant Applications. Mail Applications to:

**Grant Review Committee
Good Samaritan Foundation
C/O Kentucky Annual Conference
7400 Floydsburg Road
Crestwood, KY 40014**

PART I Application Cover Sheet

All information on the accompanying cover sheet must be provided

PART II Proposal Narrative

Section A. Organizational Information

This section should provide a brief description of the organization. Limit the narrative for this section to no more than two (2) single spaced typed pages.

Include:

- A-1 History of the organization
- A-2 Organization's goals and purposes
- A-3 Current programs and activities of the organization
- A-4 Accomplishments, Achievements, and Accreditations

Section B. Purpose, Rationale and Need(s) for the grant

This section should include a clearly written description which explains why the grant is needed and what the grant will accomplish if funded. Limit this section to no more than two (2) single spaced typed pages. Include:

- B-1 Identify the SPECIFIC need(s) to be addressed in the grant.
- B-2 How the needs were identified (i.e. needs assessments, focus groups, etc.)
Cite the results and or data documenting the need(s).
- B-3 Based upon the identified needs, succinctly describe the purpose of the grant.
- B-4 How will proposed grant enhance the other programs of the organization?

Section C. Objectives of the proposed grant
Identify the specific objectives the proposed grant will attempt to accomplish. The objectives should be directly tied to the identified needs. Objectives should be stated, as much as possible, in measurable/quantifiable terms. How will the success of each objective be measured? The target population and the number of expected participants, when appropriate, should be clearly identified. A chart, listing, or spread sheet display of objectives is acceptable. Limit the narrative for this section to no more than three (3) single spaced typed pages.

Section D. Project outcomes and grant evaluation
How will the project outcomes be documented? Describe the documentation plan. Limit the narrative for this section to no more than three (3) single spaced typed pages.

D-1 Provide a timeline for the project year.

D-2 Describe the scope of the mid-year progress report to be submitted to the GSF, including the nature of the mid-year financial summary.

D-3 Describe the scope of the final report to be submitted to the GSF, including the nature of the final financial summary.

PART III Proposed Grant Budget

Include a budget for the proposed grant. Provide a narrative (limited to 100 words) that explains how the grant's budget relates to the proposal's objectives and expected outcomes. The budget should indicate the funds, direct and in-kind, committed to the project by the grantee's organization. If funds from other "external" sources will be used to complete the grant's objectives, fully identify the sources of the funds and the amount of committed or anticipated funds.

PART IV Attachments

Attachment #1 List the organization's directors and officers, including occupations, and employment.

Attachment #2 If the organization received a 2007 GSF Grant, provide a one page narrative describing the grant's progress and successes. Specifically describe the progress in meeting the project's goals. Also provide a budget summary for the grant. The budget summary should be separate from the project narrative.

Attachment #3 Verification of the organization's non-profit status – A copy of the current IRS determination letter indicating 501 (c) (3) tax-exempt status, when appropriate, fulfills this requirement.

Attachment #4 A copy of the organization's current board-approved annual operating budget and a copy of the organization's most recent annual audit report.

Attachment #5 If the organization files a tax return, a copy of IRS Form 990 along with attached schedules for the preceding two years should be submitted. If these documents do not exist, please provide an explanation and supporting documentation.