



Self-Development of People Grant Program
Presbytery of the Western Reserve
Cleveland, OH
216.241.3966

*To apply for a Self-Development of People (SDOP) grant, please review the outline below, and develop a proposal that includes all the information requested. Proposals should be typed, as a PDF or Word Document, and should not exceed eight pages. The deadline for all proposals is **Friday, April 13th at 4:00 p.m.** Please email your proposal to jdaum@preswesres.org. If emailing is not possible, call the Presbytery office to receive delivery instructions. One copy of your proposal is sufficient; incomplete proposals will not be considered.*

For further information about the overall program visit: www.pcusa.org/sdop

GRANT PROPOSAL OUTLINE

There is no application form for you to complete. Please follow this outline and create a proposal that addresses all of the issues that follow. Label each section to correspond with the proposal outline as it is presented here. Try to limit your responses to the space suggested for each section.

I. General Information

On a cover page please provide this information about your request:

1. Name of Group
2. Project Name
3. Dollar amount of Grant Request for one year
4. Name, address, phone, and email for contact person
5. If someone other than the contact person prepared this grant request, please list that name and how to contact that person by phone.
6. How did you find out about the SDOP grant program?

II. Group Information

SDOP supports projects implemented by formal or informal groups organized for self-improvement. Leadership and benefits must be widely shared among the participants. While members of a family may be involved, the majority of group members must not be related. The majority of decision makers for the group must have incomes below the poverty level. The group should consist of **a minimum of 5 individuals.**

Take up to a page to give a brief description of your group and its history. Be sure to include:

- When you started to meet and what brought the group together
- The group's purpose
- What you have accomplished in the last year
- The number of people currently involved in group activities

- The size of your decision-making team, how they are chosen, whether they are volunteers or paid, and how decisions are made
- Where you hold meetings and activities
- If you have any paid staff or consultants and what they do
- If you have a mission statement, please share it
- Indicate if you have by-laws, tax-exempt certificate, a non-profit ruling letter or articles of incorporation (none are required to qualify for funding)

On a separate piece of paper titled **Group Leadership**, list the decision makers for your group. Please include for each person their phone number, address, occupation, and if they are above or below the poverty level.

III. Project Description – Activities and Evaluation

Eligible projects will tend to be small-scale endeavors that can be launched and implemented by grass-roots groups under their own direction and for their own benefit. They may be nonprofit or for-profit in purpose, but in either case, must use widely shared decision-making and leadership. Projects with professional staff persons or consultants must not be controlled by them. If a project is already well-established it is likely that some other funding source may be more appropriate.

Use up to two pages to describe your project. Explain what problem you want to address with this project and why it is needed. Be sure to describe:

- What is the point of the project and the project goals
- Who will benefit from the project and in what ways
- What you expect to accomplish by the end of the first year of this project
- The specific activities you plan to undertake in the next 12 months to achieve your goals
- Who is responsible for implementing activities and the success of the project
- How the beneficiaries of the project will be involved
- How the project will promote social change, economic opportunity and justice
- How you will know you have been successful
- How you will measure the effects of this project on individuals and the group as a whole

IV. Project Resources

Many kinds of resources may be available to help you achieve your goals. The following list describes some typical sources of support. Please take up to a page to address these questions:

1. What resources does your group plan to use and how they will support the project? Include all of the categories that apply.
 - In-kind resources (e.g. free office space, volunteer time, free legal services, donated supplies or equipment)
 - Financial resources provided by the group
 - Expected revenue from project activities
 - Grants
2. Have you applied for financial assistance from other sources than SDOP? If so, please list on the Project Resources page any other funds this project has received or that have been pledged (include amount and source), and any pending requests (include amount of request and source).
3. If this project needs additional funds in the future, where do you expect to get that support?
4. To receive funding, applicants must have a W-9/Taxpayer ID# and a letter from their bank attesting that they have a two-signature account in the group's name. *Please include these documents with your application.*

V. Project Budget

Please create a form to show project expenses, and all sources of income that you plan to use to pay those expenses. For each expense line indicate the amount that will be provided with SDOP funds and the amount to be covered from other sources. **The total income amount and the total expense amount should be equal.** Specify the time period to be covered by your budget.

Please follow the budget format provided below:

INCOME

Source	Amount
SDOP Grant	\$ _____
Individual donations	\$ _____
Fund raising events	\$ _____
Other Grants	\$ _____
Other (please elaborate)	\$ _____
Total Projected Income	\$ _____

EXPENSES

Category	Source of Income to Cover Costs in that Category		
	SDOP	Other Sources	Total
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Expenses	\$ _____	\$ _____	\$ _____

Thank you for your interest in the Self-Development of People!