

PBOC Catholic Women's Club
Request For Proposal
Grant Application 2011-2012
Deadline: February 29, 2012

Guidelines for PBOC Catholic Women's Club Grant Applications:

This describes the purpose of the PBOC Catholic Women's Club grant making program, eligibility criteria, and the procedure to follow in submitting your proposal. Please review these guidelines and submit your proposal in the requested format.

THE GRANT PROGRAM :

Community Outreach Grants:

The purpose of our Community Outreach Grant Program is to assist non-profit community organizations that serve the disadvantaged ; the physically, developmentally, and educationally challenged; the seriously ill; and the victimized members of the community, from birth through adulthood.

We fund projects that:

- Directly feed and clothe the poor of all ages.
- Give comfort and support to the ill, the challenged, and their families.
- Identify, create, and implement strategies and programs to improve educational outcomes.
- Fulfill material needs of victims of abuse and neglect of all ages, provide them with safe environments, and encourage justice.
- Enhance the spiritual well-being of those served.

We give priority to projects that:

- Provide non-discriminatory services to residents of Georgetown County SC.
- Receive minimal financial support from other PBOC parish-affiliated organizations and ministries.
- Make extensive use of volunteers rather than extensive paid staff.
- Encourage participation and engagement of parents and caretakers in meeting goals when possible.
- Establish relationships with other organizations serving the targeted population.

THE GRANT APPLICATION PROCESS:

Request for Proposals:

PBOC Catholic Women's Club invites proposals, under an annual competitive Request for Proposal (RFP) process, and awards grants to meet the needs of the community.

Eligible Requests:

We support projects directly benefiting the community by non-profit organizations. We do not make grants to individuals, or government agencies, or for capital building projects, lobbying, or only religious purposes.

Applicant organizations must meet the following criteria:

- Non-profit corporation with proof of 501 ©(3) tax-exempt status.
- Strong board involvement and competent leadership.
- A minimum of three years experience in community outreach.
- Evidence of successful completion of four or more recent community outreach projects.
- Evidence of significant self-fund-raising efforts by the organization.

Grant are limited to a maximum of \$2,500, and based on the availability of funds raised by PBOC Catholic Women's Club. This RFP is for one-time, short-term (one year) projects.

THE GRANT REVIEW PROCESS:

Application Procedures:

Please submit an application containing all of the items specified below, including all requested attachments, on standard 8x11.5 white paper stock.

Applications should be mailed or hand-delivered to:

PRECIOUS BLOOD OF CHRIST CATHOLIC WOMEN'S CLUB
1633 Waverly Road
Pawleys Island SC 29585
Attn: Grants Facilitator

All applications must be received by February 29, 2012.
We will contact you if we require additional information.

Your application will be reviewed by the Grant Facilitator and Committee, the Board, and the General Membership of PBOC Catholic Women's Club. All Grants must be approved by the General Membership in May. Grants are distributed in June.

Application Contents:

Your application must include:

1. Cover letter, on your stationery, signed by your director.
2. Executive summary of the proposal.
3. Narrative (no more than five pages) that includes:
 - * Project Description
 - Brief statement of problem to be addressed.
 - Goals and objectives.
 - Target population.
 - Project activities.

- Key staff and volunteers.
- *Plan for measuring project results.
4. Project Budget (expenses and income).
 5. Organization Background (mission, major activities, credentials for carrying out project).
 6. Conclusion (brief statement of long-term project plan).
 7. Appendices (Attachments):
 - Verification of tax-exempt status (IRS letter).
 - List of Officers and Board of Directors.
 - List and brief resumes of paid staff, if any.
 - Organization Operating Budget.
 - Latest Financial Statement (audited preferred).
 - List of other current and anticipated funding sources and uses.
 - Current Annual Report (if available).