



2017 Competitive Grant Cycle Guidance

INTRODUCTION

The St. Mary Parish Foundation (SMPF), an affiliate of Community Foundation of Acadiana (CFA), is proud to announce the opening of its 2017 competitive grant cycle. **Successful submission of an application is *not* a guarantee of funding.** SMPF will fund selected applications, contingent upon funding availability. The SMPF Application Guidance includes templates and instructions for submission of project expenses, a project narrative, and a budget narrative specific to the program for which your organization is requesting funding. The **due date** for applications under this funding opportunity announcement is **by 4:30 p.m. on Friday, June 30, 2017**. Applications received after this deadline will be considered non-responsive and will *not* be considered for funding under this announcement.

OVERVIEW

The purpose of the St. Mary Parish Foundation is to fund programs which broadly impact and focus on enhancing the quality of life in St. Mary Parish.

OBJECTIVE:

SMPF's goal is to promote the betterment of the citizens of St. Mary Parish.

ELIGIBLE APPLICANTS

SMPF will consider schools (public, charter and parochial), 501 (c)(3) nonprofit organizations and churches domiciled in St. Mary Parish that propose a project that will benefit the citizens of St. Mary Parish.

FUNDING PERIOD AND GRANT AMOUNTS

Projects implemented during 2017 and 2018 will be considered for grant awards of up to \$2,500. **All required narratives and forms are due by close of business on June 30, 2017.** Applications received after this deadline will be considered *non responsive and will not be considered for funding* under this announcement.

GRANT GUIDELINES

The Grant Application includes contact information, a project narrative upload, a budget narrative upload and a project budget. Please see below for more instruction and guidance on completing these sections of the Grant Application.

PROJECT EXPENSES

The Project Expenses section is included in the grant application and segregates the expenses of the proposed project into several categories. Please note: the Project Expenses section is not to be confused with the Budget Narrative section. Both sections must be completed in order to successfully submit the application.

GRANT PROJECT NARRATIVE

The project narrative must be uploaded as a Word or PDF document and should not exceed two (2), double-spaced pages in length. The project narrative should be formatted with 12-point font, one-inch margins, page numbers, and the applicant organization's name on the bottom of each page.

1. Organizational Description

This section should be no more than one paragraph. It should include the history of the organization and its ongoing programs.

2. Project Description

This section should include the following information:

- a. Description of the project and the population it serves
- b. Description of how the proposed project addresses the identified need and rationale for choosing the proposed project
- c. Describe the current partnership you have with other collaborators, if any, specific to the proposed project. Include verification of the partnership such as a letter of support or Memo of Understanding. (*Verification documents are not included in the page limit.*)

BUDGET NARRATIVE

Applicants are required to upload Word or PDF document that explains and details the amounts requested for on each line in the budget. The budget narrative should specifically describe how each item will support the achievement of the proposed objectives. **The budget narrative must clearly describe each cost element and explain how each cost contributes to meeting the project's objectives/goals.** The budget narrative should also include the total project budget and any additional funding (pending or received) for the proposed time period. Be sure to explain how each item in the "other" category is justified. Do NOT use the budget narrative to expand the grant narrative. (See sample budget narrative at the end of this document).

- **Personnel Costs:** Personnel costs should be explained by listing each staff member who will be supported from funds, name (if possible), position title, hourly rate, etc.
 - **Contracts:** Applicants must provide a clear explanation as to the purpose of each contract, how the costs were estimated and the specific contract deliverables.
- **Fringe Benefits:** List the components that comprise the fringe benefit rate, for example: health insurance, taxes, unemployment insurance, life insurance, retirement plan, tuition reimbursement, etc. The fringe benefits should be directly proportional to that portion of personnel costs that are allocated for the project.
- **Occupancy/Rent:** Includes costs associated with maintaining the physical space that houses or facilitates the proposed program, i.e., utilities, insurance, maintenance expenses, etc. Please provide specific information about each expense in the budget summary.
- **Program Materials:** List the items and materials that the project will use.
- **Equipment:** This line item is limited to tangibles valued over \$500. Provide a detailed description of the item requested and its importance to the proposed program.
- **Communication:** Includes all telecommunications expenses, i.e. internet, phone service, etc.
- **Food:** This line item is limited to items that will provide subsistence directly to the target population. This can include food served during programs.
- **Travel:** List travel costs according to local and long distance travel. For local travel, the mileage rate, number of miles, reason for travel and staff member/consumers completing the travel should be outlined. The budget should also reflect the travel expenses associated with participating in meetings and other proposed trainings or workshops.
- **Print/Publication:** This line item may include costs for marketing materials, flyers, posters, etc. to advertise project or program.
- **Postage/Shipping:** Includes costs associated with mailing or shipping materials directly related to the proposed program.
- **Other:** Put all costs that do not fit into any other category into this category and provide an explanation of each cost in this category.

PROPOSAL REVIEW & SELECTION

Proposals will be reviewed based on the following criteria:

- The extent to which the proposed project(s) addresses the intent of the funding cycle: to promote the betterment of the citizens of St. Mary Parish.
- Proposed outcomes are challenging, but achievable
- Extent to which collaboration with other community partners has been incorporated into the project design
- The applicant organization is well managed, fiscally responsible and ethical

GRANT REQUIREMENTS

Should your organization be selected to receive a grant award from the St. Mary Parish Foundation, you will be expected to comply with the following:

- Submission to SMPF of periodic grant reports using a standard format and responding to any questions provided with the grant award letter. In most cases, grantees will be required to submit annual and interim grant reports, but more frequent reporting may be requested.
- A financial report on the project budget must be submitted with the annual and interim grant reports using a format to be provided.
- Any publicity regarding this grant should include an acknowledgement that the project was supported by “the St. Mary Parish Foundation, an affiliate of Community Foundation of Acadiana.”
- Other requirements at the discretion of CFA to ensure stewardship of the funds, accountability and sound project management.

GRANT SUBMISSION

The grant application will be available for completion electronically through the Community Foundation of Acadiana’s website or via this link: [SMPF 2017 Competitive Grant Application](#).

Upon successfully submitting your grant application, you will receive a message thanking you for your submission along with an email confirming your submission. If you experience any technical difficulties in completing your grant application or uploading the two requested narratives, please contact Lauren Breaux at lbreaux@cfacadiana.org or 337-769-4851.

REQUIRED GRANT DOCUMENTS

All required components of the grant application are listed in the table below.

<i>Document</i>	<i>Type</i>	<i>Description</i>
Grant Application	Form	A data entry form to collect contact information, etc.
Grant Narrative	Upload a Word or PDF document into the grant application form	Maximum two-page document that describes the project. Blank documents are included in the Grant Application Packet. (MOU's or Letters of Support are not counted in the page limit.)
Project Budget	Form	A template line item budget for the proposed project that lists projected expenses to carry out the proposed project
Budget Narrative	Upload a Word or PDF document into the grant application form	A narrative that explains the amounts requested for each line in the budget.

Sample Budget Narrative

SMPF

Org. XYZ

Personnel

Education \$ 650

Org. XYZ will engage its currently employed educators to provide two, four hour workshops. Including preparation and presentation time, the total hours allocated to this initiative would be 10 hours at a rate of \$65/hour.

Community Development \$1,400

Org. XYZ will engage its currently employed Program Coordinator to work with all community partners to coordinate logistics of the program (ex: meet with community leaders, coordinating education sessions, developing marketing materials etc.) The total hours allocated to this initiative would be 50 hours at a rate of \$28/hour.

Fringe Benefits \$ 410

Org. XYZ provides various non-wage compensations to employees in addition to their normal wages or salaries. Fringe benefits include health, dental, life, and disability income protection insurance, retirement benefits, sick leave, vacation (paid and non-paid), social security, funding of education, and other specialized benefits. Fringe is approximately 20% of paid wages.

Contract

Consultant Cost \$ 500

Org. XYZ works with a local attorney regularly to address various legal issues.

Supplies \$600

Supplies will be needed for the two education sessions that will be provided in the community, including pamphlets, brochures, educational booklets, promotional items (pens, bags) and light refreshments for program participants. Org. XYZ expects to educate 60 youth and adults with at a supply cost of \$10.00 per participant.

Travel \$ 57.50

Coordination of program logistics throughout the service area will require travel by the staff. Travel by car will only be required. Org. XYZ does not anticipate any overnight stays. We have allocated 100 miles to in-state travel at the federal rate of \$0.575/mile.

TOTAL \$2,650

\$967.50