



PROMOTE HOPE / GALLATIN VALLEY GRANTS PROGRAM APPLICATION

Our Mission and Funding Concerns

Our grants provide funding to help establish or expand nonprofit programs in our community that address critical and diverse human and social needs. All grant proposals should meet one or more of Search and Assist's funding concerns: services for the abused or neglected, assistance for people who are disabled and support services for families.

Humanitarian Services

Grants awarded should target critical health and human service needs not adequately addressed by governments and other organizations in our community. Commonly funded programs include women and children shelters, safe houses for abused or trafficking victims, and programs providing material assistance.

Guidelines

Grants are considered for projects exceeding the financial resources and fundraising capabilities of the individual or organization.

Projects should serve many people, and ideally entire communities. Additionally, priority is given to projects serving the lower and middle sectors of society who demonstrate financial need.

Grants are not available for projects more appropriately addressed through the local government.

Each grant application is judged solely on its own merit and the degree to which it meets the criteria and the humanitarian funding priorities of Search and Assist as established by the Board of Directors in our Bylaws.

Please send completed grant application and all supporting documentation to the address below.

We may request additional pertinent information as needed.

An acknowledgement letter will be sent to confirm that the proposal has been received. This does not indicate that the grant has been approved. If additional information is required, a letter requesting more information will be sent.

Information to Include in the Program/Project Description

- Date submitted
- Project name
- Amount of funds requested
- Number of people who will directly benefit from this project
- Problem identification and project objectives.
- Detailed reasons and justifications for the project
- Project strategy and plan of action.

- If plans are to build a permanent structure, give a physical description of the facility and its contents, including dimensions, blueprints, photographs, construction cost estimates and price quotations for equipment.
- Include a timetable for project implementation and completion.
- If project has already commenced, please list progress to date and include photographs.
- Explain how the project will be sustained in future years. Describe who will be responsible for operational, maintenance and administrative expenses.
- Describe the geographical area and the communities that will be served.
- Provide information on, as well as the supporting role of, any other organizations funding the project.
- Provide contact information for the primary project coordinator including: name, mailing address, telephone, fax and e-mail address. Also list names and contact information for other individuals who should be copied on future correspondences regarding this proposal.

If you have any questions or concerns, please contact us.

If a Grant is Approved

You will receive a letter with a grant agreement. This grant application must be signed and returned to Search and Assist before any disbursements can be made. A member of Search and Assist will be designated as the grant administrator. The grant administrator has the responsibility to work closely with the project manager to ensure that the grant conditions are met, and that allocated funds have proper documentation. The grantee will be expected to give progress reports on a regular basis prior to further disbursements.

Project Name	
Organization Name	
EIN Number	
Physical Address	
Mailing Address	
City, State, Zip Code:	
Contact Phone:	
Contact E-mail:	

First and Last Name

Title

Signature

Date