



SPIRIT OF ST. LOUIS
WOMEN'S FUND

2019 - 2020 GRANT APPLICATION PROCESS

Letters of Inquiry will be accepted September 1 – September 27, 2019 for the current grant cycle.

SOS FOCUS AREAS:

Grants are not restricted to issues dealing exclusively with women, but are made to organizations focusing on at least one of the following areas: **Arts & Culture, Education, Environment, Health, and Social Services.**

Single-year grants of \$5,000 - \$25,000 are awarded to nonprofit organizations in the Greater St. Louis Community.

GRANT APPLICANT REQUIREMENTS:

To be considered for SOS grant funding, organizations **MUST**:

- Be tax-exempt under section 501(c)(3) of the Internal Revenue Code
- Have an operating budget of less than \$1.5 million
- Be headquartered and provide services within the Greater St. Louis Community which includes the City of St. Louis and/or the following counties: St. Louis, St. Charles, Jefferson and Franklin in Missouri or St. Clair, Madison and Monroe in Illinois
- Organizations can provide services outside the above counties but SOS will only fund services provided to the Greater St. Louis Community

Organizations receiving SOS grants for two consecutive years or receiving a multi-year grant must wait one year before applying for additional grant money.

MULTI-YEAR GRANT ELIGIBILITY:

In the 2019-2020 granting cycle, SOS will be investing one, renewable, three year grant for \$33,333 a year, totaling \$100,000.

Organizations that apply for multi-year grants must:

- Demonstrate a history of successful programming and financial stability
- Show collaboration with other agencies
- Exhibit strong leadership in board and organizational management
- Have a clear multi-year plan that is visionary, meets an urgent community need and significantly enhances the applicant organization's ability to serve their mission into the future
- Have specific and numerically measureable project goals, objectives/actions and outcomes/impact described for each year
- Include a projected budget for each of the three years
- Submit a three year Strategic Plan for the proposed project with the full proposal

Organizations that have received single-year SOS grants for the past two consecutive years CAN apply for a multi-year grant. Organizations applying for a multi-year grant CANNOT apply for an SOS single-year grant in the same grant cycle.

WHAT SOS DOES NOT FUND:

- Organizations not operating within the Greater St. Louis Community
- Services delivered outside the Greater St. Louis Community
- Chapters of national organizations receiving financial support from their national office
- For-profit organizations
- Major building/capital campaigns, although program-specific capital requests may receive grants
- Conferences or benefits
- Individuals, for any purpose
- Scholarships for a named individual, although scholarship funds may receive grants
- Endowments
- Projects that promote religious or political doctrine
- Research (medical or otherwise)
- Operating deficits/retirement of existing debt

SOS HAS A FOUR-PHASE GRANT APPLICATION PROCESS:

- 1) September: Submit Letter of Inquiry (LOI)
- 2) January: Submit Full Grant Application by invitation only
- 3) February - March: Meet with SOS members during a site visit
- 4) April - May: SOS members vote on selected proposals and grants awarded at the Annual Grant Spirit Awards Ceremony

REGISTER AND UPDATE YOUR ORGANIZATIONAL DETAILS:

To submit a Letter of Inquiry for the first time, you must **Register Your Organization** at www.spiritstlwomensfund.org. Once approved, you will receive an email with a username and password which will enable you to login your organization and upload your Letter of Inquiry. If your organization has registered in the past, you only need to login and **UPDATE** your "Organizational Details" information by selecting "Modify Account" to reflect new project information.

SUBMITTING A LETTER OF INQUIRY:

Fill out the SOS LOI Cover Sheet and include the four attachments listed at the end of the document. Once the LOI Cover Sheet and attachments are ready to submit, login to the SOS website, select "Modify Account" and update any changes in your "Organizational Details." Then select "Upload Your LOI" (Letter of Inquiry) button and upload your documents. You can upload each file individually or as one large PDF.

If you need help uploading your documents, contact SOS technical support at soswomensfund.help@gmail.com.

SOS volunteers evaluate LOIs based on the following criteria:

- The proposed project addresses an identified community need and is feasible
- Project goals are clear and include anticipated numerical results
- The organization has the capacity to plan, implement, evaluate and sustain the project

If you have questions about the Letter of Inquiry process, contact soswomensfund.grants@gmail.com.

FULL GRANT APPLICATIONS:

SOS accepts Full Grant Applications **BY INVITATION ONLY**. After evaluating your organization's Letter of Inquiry, you will be notified if SOS would like your organization to submit a full proposal. Grants are awarded based on a vote of the SOS membership after prospective grant recipients have successfully completed each step of the SOS grant process.

TIPS FOR WRITING STRONG PROPOSALS:

- READ all materials on the SOS website under "Apply for a Grant"
- SOS requires that agencies be accountable for use of grant funding
- A grant written without strong goals and measureable objectives/actions and outcomes/impact is not likely to be seriously considered for funding
- Funded projects are required to submit mid-year and year-end reports that are carefully reviewed by the SOS Impact Committee

UNDERSTAND THE DIFFERENCE BETWEEN GOALS, OBJECTIVES AND OUTCOMES:

Goal: A general statement of a project's purpose, the target population and total number served.

Objectives/Actions:

- Time-specific, *measureable* actions describing the services to be delivered to achieve the project goal.
- Numbers and types of activities, services or programs, people served, etc., must be clearly stated.
- Objectives describe how grant funds will be expended to achieve the project goal.

Outcomes/Impact:

- The measurement of the impact of the *changes* in or benefits achieved by individuals or communities due to their participation in project activities (i.e. the above objectives).
- This may include changes to participant's knowledge, skills, values, behavior, conditions, or status.

Note: SOS does NOT give feedback on LOIs or full proposals.