

GRANT APPLICATION

Cover Sheet – Please complete and attach Sections 1 – 5.

Organization:

Address: _____

City: _____ State _____

Phone: _____ Fax _____ Email _____

Project Director _____

Type of Grant Requested (Check One)

Education Screening Treatment Support

Amount Requested: _____

Previous, if any, requests and grants for funding from Friends of Faith – year(s), amount(s), title of project(s)

Provide a summary paragraph of this project (suitable for release to the general public) if this application is chosen for funding:

Signature/title of approving organization personnel:

Signature: _____ Date: _____

GRANTS POLICY

FRIENDS OF FAITH, INC

“Friends of Faith” is an organization of professional colleagues and friends who have come together in the name our much loved sister and founder Faith Fancher. We dedicate ourselves to fighting against the breast cancer epidemic through the power of information and by funding local organizations that provide direct services to underserved and underinsured women with breast cancer.

We provide grants of \$1,500 - \$10,000 to Bay Area community based organizations that support our goal of providing education and or services to low income women fighting breast cancer. We accept grant applications from November through March. Applicants will be notified by June 1st .

ELIGIBILITY:

To be eligible for funding organizations must be non profit 501(c) 3 or have the fiscal sponsorship of a non profit 501 (c) 3 organization.

How to Apply for a grant:

Send the following information to:

Friends of Faith, Inc.
Preservation Park
Raymond House
655 Thirteenth Street, Suite 303
Oakland, CA 94612
Attention: Grant Review Committee

1. Cover Letter and completed application form
2. Project Description (this section should not exceed three (3) typewritten pages).
 - a. Brief explanation of project . Include whether this is a new or ongoing activity of your organization
 - b. Statement of need/problem to be addressed
 - c. Description of constituency to be served and how they will benefit; include number of women to be served
 - d. Program goals and measurable objectives
 - e. Activities planned to accomplish these goals.
 - f. Timetable for accomplishing project.
 - g. Explanation of organizations, if any, participating in this project

- h. Long-term sources/strategies for funding the organization or the project.
 - i. Explanation of how this project is unique
 - j. Use and dissemination of project's results
- 3. Financial information. (This section should not exceed three (3) typewritten pages.
 - a. Budget for requested funds
 - b. Budget justification
 - c. List other sources of current and requested/pending funding for this project.
- 4. Brief history of agency. (This section should not exceed one (1) page.
- 5. Explanation of role and financial relationship to umbrella organization, if appropriate.

**PLEASE SUBMIT FIVE (5) COPIES OF YOUR APPLICATION.
APPLICATIONS SHOULD BE STAPLED OR PAPER CLIPPED, NOT SPIRAL
BOUND, AND SENT TO: FRIENDS OF FAITH, INC.
PRESERVATION PARK
RAYMOND HOUSE
655 THIRTEENTH ST. SUITE 303
OAKLAND, CA. 94612
ATTN: GRANTS COMMITTEE.**

(7/08)

GRANT PROCEDURE

- 1. Grant applications goes to grant committee, which can be made up of current grant committee or volunteers reviewed by grant committee and appointed by grant committee chair for review.**
- 2. Committee member and/or Executive Director will do a site visit.**
 - Site visit reviewer completes a report which is shared with the Board of Directors.**
- 3. Grant committee submits grant recommendations to full board, for vote.**
- 4. Executive Director letter goes out to applicants. (awardees and those who were denied).**
- 5. Applicants who are awarded grants receives a contract stating that at the end of six months a report is submitted to Friends of Faith stating their progress on the goals of their grant proposal and how the money is being spent. The contract also states that grantees must notify Friends of Faith of any significant changes in their proposal. When the contract is signed, they receive the first installment of their grant. This is administered by the Executive Director.**
- 6. Executive Director sends rejection letter and approval letter along with the check if appropriate.**

Note: Prior grantees are not guaranteed future funding.