**COMMUNITY GRANT 2023**

### Overview:

### The Raleigh Alumnae Chapter (RAC) of Delta Sigma Theta Sorority, Inc. will award Community Grants up to $1,000 each to community organizations.  The Grant Program funds community service-based programs which serve similar targeted populations and share similar missions and goals as those of the Sorority.  The grant focus areas are Education, Civic Engagement, Financial Literacy, Health and Wellness, and International Awareness.

### Purpose:

### Since being founded in 1913, Delta Sigma Theta Sorority, Inc. has clearly distinguished itself as a public service organization that boldly confronts the challenges of African-Americans; and hence, all Americans. Over the years, a wide range of programs addressing education, health, international development, and strengthening of the African-American family have evolved. The Raleigh Alumnae Chapter has made giant strides in its 80-year journey toward reaching the high goals set forth by the Sorority’s twenty-two (22) Founders.

### To continue its progress addressing challenges that face today’s youth, the RAC Scholarship Committee shall recommend a community grant to support selected community organizations/agencies that:

### Give, provide and/or sponsor educational and cultural enrichment programs and/or

### services for its target population of youth; and

### Make programs accessible to its target population of youth that will enhance their lives through participation and exposure.

### *Rules and Instructions:*

### The community organization/agency must be a community service-based program

### conducted as stand-alone programs or in partnership with a community organization with similar missions and goals as those of the Sorority.

### 

### The community organization or Community Partner must have a 501(c) (3) non-profit status.

### Community Grants will not exceed $1,000 and funding is based on the rating score received.

### Organizations are permitted to submit only one grant application.

### Proposals must address one of the following focus areas for youth: Education, Civic Engagement, Financial Literacy, Health and Wellness, or International Involvement.

### Program must clearly delineate how the target population will be empowered to improve, strengthen and/or enhance their current condition.

### Program must conclude and grant funds must be expended by December 31, 2023.

### A Final Report that details the accomplished goals, objectives, and outcomes of the

### program must be submitted at least 30 days after the conclusion of the grant funded program and must be emailed to [scholarship@raleighdst.org](mailto:scholarship@raleighdst.org).

### Failure to submit a Final Report at least 30 days after the conclusion of the grant funded program may disqualify a future application submission.

### Submit application as an email attachment to [scholarship@raleighdst.org](mailto:scholarship@raleighdst.org)

### All applications are due by 5:00 P.M. on the deadline date of March 15, 2023.

### All applications received after 5:00 P.M. on March 15, 2023 will be deemed ineligible.

**COMMUNITY GRANT 2023**

**Grant Rating Measurements**

**POINTS**

1. **Program/Project Narrative** **40**

* Does the proposal clearly address one of the focus areas? Is the proposed program scope clearly defined?
* Does the program address a local issue or need?
* Does the proposed program indicate using an innovative approach to address an issue or a problem?

**2) Program Implementation** **25**

* Does the proposed program aim to achieve one to three objectives?
* Are the objectives clearly stated and explained?
* Does the proposed program indicate the targeted participants?
* Does the proposed program clearly state the planned activities?
* Does the proposed program include a Calendar of Activities?

|  |  |  |
| --- | --- | --- |
| **3) Evaluation** |  | |
| * Does the proposed program explain recruitment or criteria of participation? | **5** | |
| * Does the proposed program specify desired outcomes? * Does the proposed program specify a method of evaluation?   **4) Budget 20**   * Does the budget add up accurately? * Does the budget align efficiently with proposed program scope?   **5) Supporting Documents 10**   * Does the application packet contain the following supporting documents? * IRS Determination Letter (Applies only to community-based organizations) * Most recent audited financial statements (if applicable) or current fiscal year’s unaudited financial statements (i.e., Balance Sheet and Income Statement. * Most recent Annual Report (applies only to community-based organizations | |  |

## COMMUNITY GRANT 2023

## Grant Request Cover Sheet

**Submission Deadline Date: March 15, 2023 by 5:00 P.M.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization/Agency: | |  | | | | |
| Program/Project Name: | |  | | | | |
| Community Partner  (If applicable) | |  | | | | |
| Mailing Address: | |  | | | | |
| City: | |  | | | | |
| Website:  (If applicable) | |  | State: |  | Zip Code: |  |
| Phone Number: | |  | | | | |
| Contact Person: | |  | | Fax Number: |  | |
| Title: | |  | | | | |
| Date: |  | |  |  | | |

**Grant Category Focus Area - (Check one)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Education** |  |  | **Health and Wellness** |
|  | **Civic Engagement** |  | **International Awareness** |
|  | **Financial Literacy** |  | | |

## COMMUNITY GRANT 2023

### Grant Request Narrative

#### Instructions:

Provide all requested information on additional sheets and submit with the completed Grant Request Cover Sheet. The narrative responses must follow the outline and numerical alignment specified. Additional sheets must clearly identify the related question and responses **must not exceed 300 words.**

1. Provide a brief summary of the project/program for which the funds are being requested.
2. Specify Community Partners include 501(c)3 information (*if applicable*) .
3. Specify the role(s) and any matching funds or in-kind funds of the Community Partner.
4. Explain the problem/need the proposed program is designed to address to include the proposed objectives and will address the needs of the targeted population service group.
5. List the goals and objectives of the program and please attach the proposed program’s Calendar of Activities to include the proposed program’s start and end dates.
6. Explain how the program’s goals will support the Grant Category Focus Area.
7. Specify the targeted audience and the number of persons to be served.
8. Explain the participant recruitment criteria to participate.
9. Sustainability – Explain the proposed plan to continue the program after grant funding.
10. Specify the method of evaluation.
11. Specify the desired outcomes.
12. Submit an itemized budget detailing all expenditures. ***(Include budget as an attachment* *with submission)***

Packet Checklist

The following items must be included in the application in order to be judged by the award committee. Any missing items will eliminate the Application from consideration. All items must be submitted as one packet. Please contact [scholarship@RaleighDST.org](mailto:scholarship@RaleighDST.org) if you have any questions

#1 Introduction of the Organization: Describe your organization and its qualifications

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Description of your organization’s mission, accomplishments, and programs |  |  |  |
| Description of members and clients |  |  |  |
| Background on the management team and staff |  |  |  |
| Brief description of the area that will benefit from your project |  |  |  |
| Description of your organization’s mission, accomplishments, and programs |  |  |  |
| Description of members and clients |  |  |  |
| Background on the management team and staff |  |  |  |
| Brief description of the area that will benefit from your project |  |  |  |

#2 Assessment of Needs- Describe needs and overview of your organization

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Description of your organization’s mission, accomplishments, and programs |  |  |  |
| Description of members and clients |  |  |  |
| Background on the management team and staff |  |  |  |
| Brief description of the area that will benefit from your project |  |  |  |
| Purpose and goals of the organization |  |  |  |
| Statistical facts and figures related to organization |  |  |  |
| Are your assessments realistic and attainable? |  |  |  |

#3 Goals and Objectives of Project: Describe the outcomes of the grant in measurable terms

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Objectives describing the outcome of the grant program |  |  |  |
| Goals should be related to the need and the target beneficiaries |  |  |  |
| Background on the area that will benefit from the grant |  |  |  |
| Target time table when objectives will be met |  |  |  |

#4 Budget: Clearly delineates costs of the project to be met by the funding source

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Is your budget specific, realistic, and detailed? |  |  |  |
| Note: do not forget to include computation of all figures and your assumptions of each cost. |  |  |  |

#5 Methodology-Describe related programs, activities, and time table for each activity

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Activities related to programs and objectives |  |  |  |
| List of activities |  |  |  |
| List of people involved in the activities and their responsibilities |  |  |  |
| Time table for each activity |  |  |  |

#6 Evaluation: Prepares measures on how objectives and methods will be evaluated

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Procedures on how to evaluate the objectives |  |  |  |
| Description of how data will be gathered and analyzed |  |  |  |

#7 Future Funding: Presents future funding from other sources to implement the grant

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| List of other sources of funds and the amount of funds for each source |  |  |  |
| Details on how other funds will be obtained, if necessary to implement plan |  |  |  |
| NOTE: Include a letter of commitment from funding source if applicable |  |  |  |

#8 Appendices

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Non-Applicable |
| Verification of tax- exempt status (IRS determination letter) |  |  |  |
| Certificate of incorporation and by-laws |  |  |  |
| List of officers and Board of Directors |  |  |  |
| Financial statements for last fiscal year |  |  |  |
| Current general operating budget and special project budget (if applicable) |  |  |  |
| List of clients served (if applicable) |  |  |  |
| Commitment letter from project/program consultant or subcontractors (if applicable) |  |  |  |

Frequently Asked Questions

1. Can an organization apply for more than one grant in this application cycle?
   1. Organizations may only apply for one grant per application cycle
2. If our organization receives a grant award, how long will we have to spend the funds?
   1. All funds must be expended by December 31, 2023
3. Is a community partner required to apply for the grant?
   1. No, a community partner is optional
4. If applying with a partner, are both the community organization and community partner required to have a 501(C)(3) status?
   1. No, only one agency is required to hold the non-profit status
5. If awarded, will there be forms and reporting required for this grant?
   1. A final report that details the accomplished goals, objectives, and outcomes of the program must be submitted at least 30 days after the conclusion of the grant funded program and must be emailed to [scholarship@raleighdst.org](mailto:scholarship@raleighdst.org)
6. Is there a contact person in case I have questions during the application process?
   1. All questions can be emailed to [scholarship@raleighdst.org](mailto:scholarship@raleighdst.org)
7. Does the community organization or community partner have to be located within Raleigh city limits?
   1. The community organization or community partner does not have to be located within Raleigh city limits, but must be located within Wake County
8. When will the grant funds be dispersed to the selected community organizations?
   1. The NC Community Foundation will issue the check to the selected community organization. Funds are anticipated to be dispersed in June of 2022.
9. Do we need to submit our organization’s bank statements?
   1. No, bank statements are not required, nor allowed. However, Form 990's are required from 501c3 organizations.
10. What type of financial statements are permissible?
    1. Examples include: most recent audited financial statements (if applicable) or current fiscal year’s unaudited financial statements (i.e. balance sheet and income statement)

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