

SSJ HEALTH AND WELLNESS FOUNDATION GENERAL GRANT APPLICATION GUIDE

The following is to be used if your agency is a school-based health center or other 501(C) 3 organization requesting funds related to capital improvements, feasibility studies, and/or technical assistance. Grant applications will be considered at the April and October meetings of the SSJHWF Board of Directors. Therefore, grant applications should be submitted by **February 15** and **August 15** of the calendar year.

The proposal should include the following sections:

1. **Applicant Agency:** Briefly describe the applicant agency and the services currently provided.
2. **Purpose:** State the purpose of your proposal. What do you want to accomplish with the project?
3. **Statement of Need:** Who is the population your project will serve? What are their needs? Provide statistical and narrative information.
4. **Program Goals and Outcomes:** Formulate a statement of goals, objectives, and outcomes that will serve as a framework for the rationale of your project.
5. **Program Implementation:** Discuss how your project will be implemented. Address issues such as administrative and community collaborative relationships.
6. **Sustainability:** Provide a brief statement indicating possible sources of future funding.
7. **Budget:** Submit a budget that itemizes expenses related to the proposed project including matching and in-kind contributions. Include a **budget narrative** that explains how the costs were estimated and justifies the need for the cost. Include the following if appropriate:
 - Proposed salary and benefits for requested position
 - Equipment and general office supplies
 - Indirect costs (clerical, billing, & administrative) a maximum of 12% will be allowed for these purposes
 - Membership(s) in professional organizations
 - Marketing and public relations costs
 - Travel, training, & continuing education expenses
8. **Letters of Support:** Submit a minimum of three letters of support from Key Agencies and Organizations who are partners for the proposed project.
9. **Non-profit Status:** Submit a copy of the letter from the IRS indicating that the sponsoring agency is considered a non-profit organization under the terms of 501(c) 3 of the tax code.
10. **Audit:** Submit the **most recent audit** of the sponsoring agency.