

Grant Application Instructions and Preliminary Eligibility Form

Introduction

Please review the Foundation's funding interests at www.vineandbranchesfoundation.org before starting the application process. Electronic documents are preferred and can be submitted to info@vineandbranchesfoundation.org. Receipt of all inquires and applications will be acknowledged by e-mail or telephone within 1 week.

Application deadlines: Grants are awarded two or three times per year; please call the office for the next application deadline or with any other questions at (262) 754-2799. The Foundation cannot guarantee the date of a decision; previous support neither assures favor nor precludes future funding. A letter of inquiry must first be submitted prior to an application (see **Steps 1 and 2**).

If a full proposal is invited in response to the letter of inquiry, please apply as early as possible as more information may be needed. All required supporting documents must be submitted prior to the application's review. Please explain if there are any missing documents (see **Step 3**).

The Foundation values site visits and/or telephone interviews; the need for such will be determined during the application process.

Post-grant reporting may be requested and would be based on the goals, budget, and anticipated impact of the proposed project.

All grants awarded by the Foundation are to remain anonymous and the Foundation's name cannot be used without permission.

STEP 1: Preliminary eligibility. Please review www.vineandbranchesfoundation.org/funding.html for eligibility before completing this brief form to be submitted with a letter of inquiry (Step 2).

Organization name:

City, State:

Contact name:

Phone:

Date submitting eligibility form:

Is the organization a tax-exempt, U.S. organization? Yes No (not eligible)

Tax ID Number: _____

Does the organization overtly express Christian faith in programming?

Yes No (not eligible)

How does your organization actively work in partnership with the Christian church? (1-2 sentences)

How would you characterize your organization's growth in recent years?

Total number of individuals directly served by the organization in a typical year (count individuals only once if they participate in more than one program):

_____ Youth _____ Adults

Do staff members raise any of their own support? Yes No

Which Vine and Branches funding interest does your mission target?

See www.vineandbranchesfoundation.org/funding.html

Pastoral couples Healthy marriages Youth evangelism/discipleship

Are you currently reaching Southeast Wisconsin or Southwest Florida with your programming?

Yes No

STEP 2: Letter of Inquiry. A letter of inquiry must be submitted with this preliminary eligibility form prior to completing an application. In the letter, please provide in 3 pages or less a description of the organization, the amount being requested from the Foundation, a brief description of the project and the organization's qualifications for the work. Please indicate if the grant application will affect Southeast Wisconsin and/or Southwest Florida, the Foundation's preferred geographic regions.

Current issues to address in your Letter of Inquiry

The recent economic downturn is affecting even the best-in-class organizations and ministries within the social sector. In addition to the points above, please address the following questions in 2-3 paragraphs.

1. How has your organization been affected by the recent economic conditions?
2. When did the organization initiate efforts to respond to the economic conditions?
3. What steps did your organization take to address these challenges?
4. Who was involved in the process?
5. What are the results of the efforts to date?

An authorized representative/officer or board member must sign the letter of inquiry. Submit the letter with the eligibility form either via email or a hardcopy via mail. The Foundation will acknowledge the inquiry within 1 week, however we may seek additional information from you to determine if an application is invited. Upon receiving an invitation to submit an application, please proceed to **Step 3.**

STEP 3: Submit an application in response to an invitation from the Foundation.

If an application is invited in response to a letter of inquiry, please enclose the following documents in this order. We prefer submission as Microsoft electronic documents or PDF to info@vineandbranchesfoundation.org, however we will also accept hardcopy applications sent through the mail at the address below.

- 1) A completed *Grant Application* form (revised for 2010 and posted on the Foundation's website)
- 2) Up to 2 pages additional information related to the organization's qualifications or the program's/project's value to the targeted audience or wider community (suggested, not required)
- 3) Current list of board of directors
- 4) Program/project budget (entire program for which support is requested). Please outline the budget with major expenditure categories. Also indicate amounts and sources of committed and pending funds from other donors. (Contributions from individuals may be presented as one number.)
- 5) Organization's total annual budget for the current year, including revenues and expenses
- 6) One copy each of relevant collateral material, such as a program brochure

Additional required documents to submit as separate electronic attachments or mailed enclosures:

- 7) Statement of faith
- 8) Most recent audited financial statement. If the organization's financial statement is not audited, the organization should submit an internally prepared financial statement, reviewed by its board of directors, for the most recent completed fiscal year.
- 9) Most recent quarter and year-to-date balance sheets and statements of revenues and expenses
- 10) Annual report, if available, and/or a national annual report for local chapter organizations
- 11) Copy of IRS tax exemption ruling

The Foundation will acknowledge receipt of applications and will ask for any additional information that may be needed. All applicants will be notified by telephone and/or in writing regarding decisions made by the board of directors.

Foundation Contact Information

Electronic documents to info@vineandbranchesfoundation.org
Vine and Branches Foundation
c/o The Legacy Group
300 N. Corporate Dr., Suite 205 (*this address effective July 1, 2010*)
Brookfield, WI 53045

Questions are welcomed at (262) 754-2799.