

2019/2020 Jean Wood Preston Grant Guidelines

The Outreach Committee of the First Parish Church in Lincoln will offer two types of Preston Grants for FY 2019-2020:

1. *Capital improvement grant(s)*, including at least one in the \$25,000 range and normally not less than \$5000, for one-time capital improvement projects that are shovel-ready, are hard or impossible to fund from other sources, can be completed within one year, and are demonstrably essential in enabling the organization to fulfill and significantly further its goals.
2. *Transformative Innovation grant(s)* for critical program development, \$5000 - \$25,000, either through one-time donation or over a period up to three years. By “transformative innovation” is meant a new initiative or extension of existing services of a size and scope that gives unmistakable promise of a major sustained improvement in the quality, reach, and impact of the organization. Could include seed money for consultants, for new hire(s) in a key area, or for new equipment and other necessary startup expenses.

Requirements for both types of grants:

- The organization must be non-profit under 501 (c)(3) IRS requirements
- The organization’s core mission must be to provide services or advocacy consistent with the original understanding of the Preston gift: e.g., affordable housing and enrichment programs for youth, client empowerment, health and human services, social justice, disaster relief, work towards protecting or restoring our natural environment.
- The organization must present convincing evidence that a Preston Grant would significantly enhance its mission, must be financially stable with a sustainable funding model, and demonstrate a history of good financial stewardship and low administrative expenses.
- Capital-improvement projects must be shovel-ready. Leases, contractor bids, permits, and firm commitment by the organization itself must be substantially in place and the project ready to start when Grant is awarded.
- The Committee will conduct site visits to selected finalists’ offices and if possible inspect the project location itself.
- Organizations locally or regionally based whose work extends beyond a 30-mile radius of FPL may apply, although preference will normally be given to small, locally-focused organizations willing to develop active partnerships with the FPL congregation in keeping with the values and priorities of the church.

FIRST PARISH IN LINCOLN APPLICATION FORM
Jean Wood Preston Award Fund

The deadline for submitting this proposal is December 31, 2019.
Please submit a copy of this proposal via email to fplgiving@gmail.com

Which Grant is your organization applying for? (please circle one)		
Capital Improvement Grant OR Transformative Innovation Grant		
Full Legal Organization Name:		
Address:		
City:	State:	Zip Code:
Website:		
Contact person.:		Title:
Phone #:	Email:	

Proposal Request:

Program/Project Name: Enter name; or if no name, a short description	
Total Project Budget: \$	Requested Grant Amount: \$

To apply for a Preston Fund grant an organization has to be a non-profit incorporated under 501(c)(3) IRS code requirements. The core mission of the agency must be to provide services or advocacy that is consistent with the Church's Covenant. Our Outreach funding is focused on programs which concern disaster relief, client empowerment, work toward protecting or restoring our natural environment, health and human services, affordable housing and enrichment programs for youth and social justice.

Please answer the questions that are attached to this form.

Following submission of this expanded proposal, grant finalists will be required to schedule a site visit from members of the First Parish Outreach Committee.

I hereby verify that the information provided in this form and all attachments is accurate and honest to the best of my knowledge.

Authorizing signature and title (President of the Board or Executive Director) Date

Please answer these questions with a narrative proposal.

1. Provide a brief summary of your organization's history, goals and key achievements: (If you have a brochure which covers this information, simply attach a scanned copy of it to the email along with this grant application.)
2. If you are applying for funding for a capital item, please describe specifics of the capital item that the Jean Wood Preston Grant will fund. (If you are proposing to purchase equipment, include brochures and cost information for these items. If the fund would pay for building renovations, then submit a plan and contractor proposals.)
3. Describe the need or challenges that this project will address. (Why is this investment important to your organization? What impact will it have on your ability to achieve your mission?)
4. Where will the project be located?
5. Describe the approximate length of time that the project will serve your organization (1 year, 5 years, 10 years, etc.).
6. Provide a step by step narrative of the process that you will use to spend the funds including a timeframe for spending the money.
7. Who will be in charge of the project?
8. Provide a proposed budget for the project.

ATTACHMENTS

Project proposals must include the following separate attachments. Failure to provide any of the materials listed below may result in the disqualification of the Proposal.

- The income & expense summary page of your most recent Form 990 (the independent audit that is submitted annually to the Attorney General);
- If you will depend upon other sources of funding in addition to the Preston Fund for this project, then please list all sources of existing funding for this project as well as sources that may be pending (other grant sources) and include in-kind services. (List of companies and foundations being approached to fund this proposal, with dollar amounts indicating which sources are committed, pending, or anticipated.)