**One Hundred Shares – Dallas, Inc.**

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**2021-2022 Grant Application**

**Requirements & Minimum Criteria Grant Consideration**

***Our mission: One Hundred Shares – Dallas, Inc. (OHS) was formed to support the work of Christian non-profit organizations in the Dallas area that serve “the least of these” and share the gospel. Annually, a total of $100,000 will be awarded to a non-profit organization(s) that will use the proceeds to expand an existing program or establish a new initiative or project. \*\* Application Deadline September 1st \*\****

***Your Mission:*** *The OHS-Dallas Board will examine the match between the mission of each grant applicant and the mission of OHS-Dallas (above) to evaluate each organization and make our selection(s). Please read our mission carefully.*

1. **Essential information at a Glance**

**Name of organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of contact person if not Executive Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact’s email and phone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***In a few words,* what your organization basically does (examples: “mentoring” or “serve exploited women” or “house the homeless”) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Grant Request Amount $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Link to Web Site/Web Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Our heart is to significantly propel a ministry forward, help a small ministry expand, or fund an entire project with this grant, although we realize in this Covid era it may vary. Section IV in this application is for a detailed explanation of your grant request - SUMMARIZE your grant request here in the following 5 lines or less: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Executive Director/President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email and phone number for Executive Director/President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing address for Executive Director/President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List up to 5 Board of Directors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is this a multi-year project? \_\_\_ Yes \_\_\_ No**

**Does your organization serve the city of Dallas** **or have a specific project for this grant that focuses on the city of Dallas? \_\_\_\_\_Yes \_\_\_\_No**

**Does your organization meet the needs of “the least of these”?** (Matthew 25:35-40) **\_\_\_\_Yes \_\_\_\_No**

**Does your organization verbally share the gospel?** **\_\_\_\_Yes \_\_\_\_No**

1. **Grant Restrictions:**

* **Tax Exemption:** The grant applicant must have been in possession of a **501 (c) (3)** Internal Revenue Service Exemption letter for **two (2)** years prior to the time of the application. Does your organization meet this criterion? **\_\_\_\_Yes \_\_\_\_No**
* **Legal Compliance:** It is important that our grant recipients are in compliance with the laws of our land on the local, state and federal levels. That is: all documentation and reporting is current as required by government authorities and all funds received are and will be correctly allocated in accordance with the intent of the grantors so as not to create liability for the giving organization. Can your organization provide one of the following?:
  + Audited financial statements? \_\_\_\_\_\_
  + Unaudited financial statements? \_\_\_\_\_
  + IRS form 990? \_\_\_\_\_
* The Grant Applicant may not be a Church. (*100% funding comes from one church*)
* Endowments\* will not be considered.
* Proposals to fund advertising and marketing of the organization and non-program salaries\* may not exceed 20%. ***Are you requesting funds for advertising and/or marketing and/or non-program salaries that exceed 20% of the grant request amount?*** **\_\_\_\_Yes \_\_\_\_\_No**

1. **Organization Information:**
2. ***Summary* of your organization’s mission or vision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Organization’s statement of faith/doctrinal statement:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**C. Description of organization’s current programs and accomplishments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**D. *Brief* summary of organization’s history:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**D. Describe how the ministry is specifically and actively engaged in evangelism and discipleship:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**E. Number of people served annually:**

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**F. Please share a testimony of one of your organization’s participants or share a story that demonstrates the mission of your organization being implemented. We would like something that provides a picture of the heart and soul of your organization.**

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**G. Grant Applicants Board of Directors and Offices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Purpose of Grant / Description of your specific Project**
2. **Specific project for this grant money, description of target population, and benefits project will render. How will this grant significantly propel your ministry forward, help you expand, or fund an entire project with this grant? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Measurable project goals & methods of evaluation; How will this project measurably expand an existing initiative or establish a new initiative:**

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1. **Timetable for implementation of project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Key staff and/or volunteer participation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. **Long-term strategy for funding the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**F. How did you find out about One Hundred Shares? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**V. Materials to submit:**

1. **Application (above)**

**2) Financial Information**

**A. Complete the “Financial Snapshot” Excel worksheet including “Organization Summary” tab**

**B. Detailed budget for the current year**

**C. Detailed Grant project budget**

**3) Supporting Documents**

**A. Copy of 501 (c) (3) IRS letter cover page**

**B. Copy of 990 or Audited or Reviewed Financials**

**C. Current list of Board of Directors, staff and their positions**

**D. Annual ministry report with Auditor’s report, organization’s brochure, newsletter or an electronic link.**

**E. (optional) a LINK to a short video may be submitted.**

1. **Submittal Process:**

**We begin receiving applications** for the following year the day after our award is granted each April.

**All required application materials must be submitted via Dropbox.com** by midnight on **August 1st** of the current year, which is the deadline established by the OHS Board of Trustees. Once a grant application is submitted, the applicant is not allowed to make revisions of any kind.

**To do this:**

1. File naming convention: Put the **name of your organization at the beginning of the file name** of EVERY file that you submit; use OHS instead of spelling out our name, if you use our name.

Example: AngelsOfDallasListofBoardMembers.docx

This is very important, please adhere to this and save us gobs of time. Thank you!

1. Use this link: <https://www.dropbox.com/request/HCmdL4Ypjl6VNmG7t50O>
2. Follow the directions to add files.
3. Note the following file size limitations (you shouldn’t need to get anywhere close to this). These are the max sizes that can be viewed on Dropbox without us downloading the item to read it.

Word: 160 MB

Powerpoint: 288 MB

Excel: 40 MB

PDF: 80 MB

Image files: 50 MB or 50 megapixels

*Email questions that you have about the application questions or the application process to*[**grants@OHSDallas.org**](mailto:valeriedavis2010@gmail.com) **or** [**valgalusa@gmail.com**](mailto:valgalusa@gmail.com)**.** If you need assistance applying for grants in general, or to learn more about building a strong non-profit organization, please contact the Center for Nonprofit Management at [www.cnmdallas.org](http://www.cnmdallas.org)

**VII. Grant Selection Calendar 2021-2022**

* **September 1, 2021 or before:** Grant application (electronic copy) must be submitted**.**
* **October 31, 2021 or before:** OHS Board will select and notify all applicants of their status.
* **OHS Fall Partners event:** Four finalists present at the Fall OHS Partners Event (aka the Presentation of Finalists), assuming Covid restrictions allow this.
* **January and February, 2022:** Site visits of the four finalists will be conducted.
* **April, 2022:** Grant award recipient(s) will be announced publicly at the Spring OHS Partners Event, the Award Luncheon. Funds will be distributed at the event.
* **August 15, 2022 and January 10, 2023:** Recipient’s progress reports are due.

**VIII. When Chosen as one of four Finalists:**

* **Presentation to Partners**-Ministry must make a five to ten minute overview presentation at the Fall OHS Partners Event in the Fall of 2021 (aka the Presentation of Finalists).
* **Site Visits:** After review of the grant applications, site visits will be arranged with those selected as Finalists by the OHS Board. See calendar for dates.
  + At least one (1) Board Member must be present for an OHS site visit.
  + We encourage all of our Partners to see the ministries first hand

**VIV. When Awarded the Grant:**

* **Applicant Presentations:** The grant recipient attends the OHS Partners Spring Event, the Award Luncheon in 2022 and in 2023.
* **Progress Reports:** The recipient(s) of the OHS Grant is required to send two (2) progress reports to the OHS Board within the 12 months after the grant is awarded. The first is due August 15th 2022 and the second report on January 10th 2023. Reports must be sent to [grants@ohsdallas.org](mailto:grants@ohsdallas.org) Reports consist of a few paragraphs regarding how the money has been spent and the story of a person who has been impacted by the way the grant money has been used.

**Word Definition** as used in this document:

**Endowment**- An **endowment fund** is a fund held by a charitable organization in which the donor has imposed a restriction that prohibits some or all the fund from being spent currently. Often the principle is held in tact while the interest or dividends earned are spent.

**Operating as a Church**: Our definition is an entity that is funded and operated by one church. This would include being under the same 501(C)3. This would include all funding sources being from one denomination, even if it involves multiple church congregations.

**Non-program salaries**: Administrative and operating salaries ex: receptionist, accountant.

**“Share the gospel”:** Through both word and deed. It is the hope that we offer even as we offer counsel, physical help, direction, or comfort. That Christ died for our sins in our stead to reconcile us to Himself forever.

**Dropbox: One place to safely store and share large documents that can be accessed from any computer that is registered to share.**