



Thank you for applying to the Martin M. Sacks Memorial Fund, a fund of The Foundation for Enhancing Communities. Tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or attach required documents will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Offer for Community Investment, at 717-236-5040 or [jstrechay@tfec.org](mailto:jstrechay@tfec.org) with questions.

## **APPLICANT SNAPSHOT**

### **Applicant Organization Name**

Shalom House

*Provide your organization's name as currently recognized by the IRS*

- Check box if the Applicant Organization Name above is a "Doing Business As" name and the provided 501c3 letter states a different name. To be recognized by the "Doing Business As" name, attach ONE legal document using the provided name. If not provided, TFEC will utilize the 501c3 name.**
- Check box if the Applicant Organization uses a Fiscal Sponsor and provide name here**  
*Click or tap here to enter text.*

### **Project Title**

Incentives for Savings

*Project Title must match title listed throughout application and online*

### **Name, Title, Email, Phone of Executive Leader**

Denise Britton Executive Director [dbritton@shalomhouse.net](mailto:dbritton@shalomhouse.net) 717-920-4906

*All contracts and notifications of grant status will be addressed to the individual provided here*

### **Applicant Organization's Physical Address**

9 S. 15th Street, Harrisburg, PA 17104

### **Applicant Organization's Address for Mailed Communications**

9 S. 15th Street, Harrisburg, PA 17104

*All contracts and notifications of grant status will be sent to the address provided here*

### **Name, Title, Email, Phone of Contact Completing Application**

Denise Britton Executive Director [dbritton@shalomhouse.net](mailto:dbritton@shalomhouse.net) 717-920-4906

*If application questions arise, this individual will be contacted by TFEC staff*

### **Areas to be served as part of the project; check all that apply**

City of Harrisburg  Immediate Surrounding Areas of the City of Harrisburg  Other

### **Counties to be served as part of project; check all that apply**

Cumberland  Dauphin  Perry

**Projected Number of Individuals to be served by project**

50 Total number of ADULTS served  
0 Total number of CHILDREN (ages 17 and under) served  
50 Total number of ALL INDIVIDUALS served by the project

*If above data is not appropriate to project, be sure to fully state the audience type and numbers to be served in Question 2 of the Impact Narrative*

**Organization’s Mission Statement:** Do not exceed this page  
Empowering Women, Transforming Lives

**Organization History:** Do not exceed this page

In 1986, Sister Patricia Brennan led the response for concern over the safety of homeless women and children sleeping on the streets of Allison Hill in Harrisburg, and her advocacy led to the Shalom House, an emergency shelter for women and children. In our 34<sup>th</sup> year, we continue to provide emergency shelter services for up to 20 women and their children, and permanent housing solutions (SHARP) for HUD-defined chronically homeless women. Presently, each of our programs serve women who are, by HUD (the United States Department of Housing & Urban Development) definition, homeless. These are women (and children) who may have a verified disability or report being HIV positive, homeless four times in three years, have monthly incomes of \$600 or less, and may have a history of substance abuse and/or mental health problems. As part of our programs, Shalom House provides Basic health & Wellness needs ; access to a robust network of community resources; group mentoring sessions; individualized life coaching and education. In the last five years, we have served about 180 women and children with average demographics as follows:

\*African American 57%; Caucasian 25%; Hispanic 11%; Bi-Racial 6%; Other 1%

\*100% of our clients – poverty level. 91.3% Residents of City of Harrisburg and Dauphin County; 8.7% residents outside of Dauphin County.

Shalom House recognizes that there are 6 linchpins for long term stability and independence: physical and mental well being, family, social, spiritual and financial wellness. Shalom House provides individualized services, engaging community partners and services to insure that each woman and child receives the services and support they need for a positive transition and long term success.

Because Shalom House recognizes that by itself, these areas of need cannot be fully addressed. It is through partnership and collaboration that we can best serve the needs of our residents (and community) and bring about best results. Shalom House has already established in the Campus Plan for Community Impact:

\*Provision for emergency shelter housing for women and children experiencing homelessness and poverty issues, added basic need services (nutrition support, personal care, bed, safety and security of a homelike environment with qualified staff available 24/7) as well as longer term housing for chronically homeless women (due to chronic illness), all including intensive case management and access to a full network of community tools and resources to achieve positive transitions. (Mental, Physical, Financial, Social)

\*Life Coaching Services for Shalom House Program Participants, as well as those being trained/hired through Shalom Services – focused on self-awareness and personal growth which impacts personal choices that yield results (positive or negative) in each linchpin area; (Spiritual, Financial, Social, Family, Mental, Physical)

\*Work Force Development – through the development of Shalom Services (with businesses growing in Food Services and Facilities Services – with more being planned), Shalom House has successfully trained and employed 8 women either exiting shelter or engaged in the SHARP (Shalom House After Care Rental Assistance Program) at a reasonable wage, gaining training in financial management, career planning and skills development for long term sustainability. (Financial, Social, Family, Mental)

\*Occupational Therapy – Through partnerships with Elizabethtown College School of OT, Central Penn College of OT, Misericordia, Alvernia, University of Scranton – Shalom House has been able to host senior level interns, bringing skills in mental wellness assessments and personal health development protocols. (Mental, Physical, Social Family)

\*Expanding in 2021, through partnership with The Recovery Institute, we will provide access to trainings and support services addressing personal wellness, child rearing, planning for family life, and healthy perspectives of oneself in relationships. This curriculum is well-suited for new moms, young women thinking about starting a family, or older women who have learned some of life's lessons the hard way serving now as mentors through this curriculum. (Family, Social, Financial, Physical, Mental, Spiritual)

We are seeking funding from the Martin M. Sacks Memorial Fund to help us expand and enhance our commitment to consistency of care in services and support to women and children – interrupting the barriers that have precluded stability, independence, sustainability.

**Recent Grant History:** Do not exceed this page

Did you apply for and receive a grant from the Martin M. Sacks Memorial Fund in 2019?  Yes  No

If so, state the project's name, amount awarded, and describe the current status of the project that was awarded funds in 3-4 sentences or less. If "no" type NA.

Coaches for Life Initiative - \$1000 awarded. Project continues and is growing. The addition of coaching to case management helps interrupt "stuck" places and replaces it with empowerment to make new choices, yielding better results. We are excited to press forward with this initiative!

## PROJECT SNAPSHOT

1. Capture your project and the community need it seeks to address in 200 words or less.

Having created a collaborative team approach to serving persons experiencing homelessness and poverty issues, we have a seamless continuum of tools, programs and services in place to help facilitate long term stability and positive transformation, to include jobs and leadership training. This is a platform to fuel personal growth through life coaching (which includes tools specifically designed for inner city and persons caught up in trauma, generational poverty), and access to the social enterprise business initiatives underway to include Shalom Food Services and Shalom Facilities Services. Personal development plus workforce development provide an opportunity to cast a vision for life, making goal setting and action steps to achieve – tools of empowerment.

Funds from the Martin M. Sacks Memorial Fund will be used to cover the cost of \$50 increment Gift Cards used as incentives for women residents in our emergency shelter, specifically for women who are able to save a minimum of \$500 in an established savings account prior to their exit OR for women employed with our Work Force Development businesses, setting up a savings account and meeting that \$500 threshold within an agreed-upon timeframe with employer, but not longer than a 6 month timeframe.

## PROJECT NARRATIVE

**Answer questions 2-10 clearly and concisely; no limit.**

2. Describe the proposed project, the geographic area it will serve, and the audience to be served; state why this audience was selected. You **MUST** use and complete the following statement within your answer, “Grant funds will be used to \_\_\_\_\_”.

Grant funds will be used to cover the costs of \$50 Gift Cards used as “Incentives for Savings”. Shalom House is committed to providing comprehensive and consistent wrap around services and support as specifically needed by each woman and child needing our services. We realize that providing housing is an important part of helping women and children experiencing homelessness to move to stability and independence; however, it is simply one piece of a much larger puzzle.

Attending to the need for financial stability is a clear and obvious piece to stability and independence. Shalom House has launched its own business enterprises (social enterprises – Shalom Services) where we are able to provide an immediate introduction to workforce training and development, even on the job.

Establishing a savings account and developing the habit of financial discipline is a critical component to interrupting the cycle of poverty. Incentives for Savings will be a value-added component to the life skills training for residents at Shalom House emergency shelter and its longer term housing program (SHARP), encouraging women to establish and build a savings balance to \$500, with further incentives for maintaining and increasing the balance incrementally over time.

Women employed and being given access to the same full range of services through our Work Force Development efforts will be given the same incentive for establishing a savings account, meeting the \$500 threshold and maintaining or increasing the balance incrementally over given timeframes. While we will introduce the opportunity to each woman resident at Shalom House (approx.. 180 annually), it will be those that truly engage in the tools and resources that are available that will have success in this or any supporting service effort.

## DATES & LOCATIONS

3. When and where will the project take place? List dates and locations as appropriate in chronological order. State if provided dates/locations are confirmed, estimated, or to be determined.

9 S. 15<sup>th</sup> Street, Harrisburg, PA 17104 1/1/21-12/31/21 Confirmed.

## ROLES & RESPONSIBILITIES

4. Does the project involve partnerships, collaborations, service, or affiliations with other organizations that will strengthen the project? If so, LIST their name(s) and corresponding role(s) within the categories below OR if this does not apply to you, state why your project would be best positioned for success as a single organization.

**SINGLE ORGANIZATION STATEMENT:** Click or tap here to enter text.

**PARTNERSHIPS:** *We are equally invested in providing this project and success is dependent upon all organizations and shared roles although one entity serves as the applicant for this grant. Our application includes a letter from each partner that states their role in this relationship.*

Click or tap here to enter text.

**COLLABORATIONS:** *We are working with other organizations to make this project happen, but we serve as the lead organization for this grant opportunity and our project success is enriched by, but not dependent upon, our collaborators. An additional letter is NOT required, but may help the application.*

Shalom House will work closely with Shalom Services to help expand the potential of residents and work-force (through WorkForce Development) to establish and maintain a savings account of at least \$500; that amount once met must be maintained for 30 days to qualify for the incentive. Additional opportunities for incentives will be available as savings balances incrementally increase and are maintained over given timeframes.

**SERVICE:** *Our project will serve these organizations and cannot take place without their commitment to accept service. Our application includes a letter from each organization (this includes schools) that states their intent to participate.*

Click or tap here to enter text.

**AFFILIATIONS:** *Our project may be affiliated with these organizations in some way, but is not 100% dependent upon their participation. An additional letter is NOT needed.*

Click or tap here to enter text.

## COMPARABLES

5. Are other organizations in your service area providing services that are similar to your proposed project? If yes, state their names or services and explain how your project differs. If no, state NA.

There are other agencies providing emergency shelter services. At this time, Shalom House is the only one that has expanded its service delivery to include social enterprise initiatives to round out its delivery system to residents, and ultimately to the community.

## **ASSESSMENT & IMPACT**

**6a.** What will project success look like? Provide a brief overview of the project's key outcomes, outputs, and/or other results of success.

20 women or more with a savings account of \$500 or more.

10 women or more with a savings account of \$500 or more, sustained over 6 months.

5 women or more with a savings account of \$1000 or more, sustained over 3 months.

20 women employed and maintaining a savings account of \$500 or more for 3-6 months.

**6b.** How will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?

Employee payroll documents, savings account detail, case management notes, CCIMS data, client surveys, self-reporting from clients

## **FUNDING & SUPPORT**

**7.** If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.

We will seek leveraged funding from other sources so this initiative can be rolled out. Helping to get people on a right side of financial stability is too critical an issue for long term success.

**8.** This grant opportunity will not fund 100% of any project. Restate the amount you are seeking and describe other funding sources and amounts.

We are requesting \$1000 from the Martin M. Sacks Memorial Fund to cover the cost of 20 - \$50 increment gift cards (GIANT FOODS, WALMART, TARGET) for Incentives for Savings – a practical plan to help women establish a savings account and increase financial stability & disciplined choices in their lives. Requests are being made to Giant Foods, Target, Walmart, and the Colonial Park Rotary Club for financial support of this project, as well as the City of Harrisburg for the staffing and operations costs associated with execution.

**9.** Did the applicant organization end its most recent fiscal year with a budget surplus or deficit? If so, briefly state the amount of the surplus or deficit and how the surplus may be used (i.e. is it earmarked for another program) and/or how the deficit may be handled.

Surplus. Because Shalom House is set up with accrual accounting, the surplus captures receivables that are yet unpaid, and will not be paid often until sometime in the first quarter of the next fiscal year. As the surplus has been limited (e.g. approx. \$20,000 +/-) the funds typically serve as part of the reserve for the next fiscal year

## **ACCESS & INCLUSION**

**10.** As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for

participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.

Shalom House is committed to being inclusive and valuing diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Having a priority focus of serving women and children, Shalom House is part of the Capital Area Coalition on Homelessness where, with agency partners and service providers, we are able to meet the needs of the community in an effective way through a referral system (for housing) set up through CCU/Help Office. Through partnership with LHACC and other like partners, we are able to address issues of language or other potential ethnic, background or other barriers to insure that eligible participants experience the best possible services and outcomes

**GRANT OFFICER QUESTION #1:**

*The grant application states work being carried out by Shalom House and Shalom Services. I know that Shalom House is of course a 501c3, but is Shalom Services a program of Shalom House and is also under the same 501c3? Or is Shalom Services its own 501c3? Or is it purely a stand-alone business?*

**APPLICANT ANSWER:**

Shalom House. (Shalom Services is simply the arm of our overall organization that provides workforce development opportunities - our residents are given priority opportunities through that initiative).

**GRANT OFFICER QUESTION #2:**

*I see that the women residing in the emergency shelter will be eligible for the gift cards following the savings account parameter, but are the women employed in the Work Force Development business also residing in the emergency shelter or are they solely employed by Shalom Services?*

**APPLICANT ANSWER:**

It would be women from the shelter or our longer term housing program who are benefitting from our workforce development program.



## BUDGET WORKSHEET

Complete the Budget Worksheet below; a Project Total is required.

<b>ITEM OR SERVICE</b> <i>Examples include: Contracted Services, Equipment, Personnel, Supplies; list your own as appropriate.</i>	<b>DESCRIPTION OF ITEM OR SERVICE</b>	<b>REQUESTED GRANT FUNDS</b> <i>Indicate where funds sought through this grant opportunity will be applied.</i>	<b>OTHER FUNDING SOURCES</b> <i>State the names and amounts of all other funding sources.</i>	<b>PENDING, COMMITTED, OR RECEIVED</b> <i>Using a P, C, or R, indicate the status of all funding sources.</i>	<b>\$ TOTALS</b> <i>Add across to provide a total for each row. Total columns as indicated in bottom row.</i>
Gift Cards	Incentives	\$1000	\$1000 (Target)	P	<b>\$2000</b>
Life Coaches	1:1 Coaching	\$0	8000.00 HOME	C	<b>\$8000</b>
Case Managers	1:1 Case Mgt	\$-	15,000 City ESG	C	<b>\$15000</b>
Insurance	Liability	\$0	1800 City ESG	C	<b>\$1800</b>
Laptops	Zoom Meetings	\$0	\$750 Berks IU	C	<b>\$750</b>
WorkForce Trainers	Preparing for the future sessions	\$0	\$10000 DCED	C	<b>\$10000</b>
Equipment	Fax/Copier	\$0	1800 - Events	C	<b>\$1800</b>
		\$			\$
		\$			\$
<b>TOTALS</b>		<b>\$1000</b>  Total: Requested Grant Funds	<b>\$38350.00</b>  Total: Other Funding Sources		<b>\$39,350.00</b>  PROJECT TOTAL



**SHALOM  
HOUSE**

**BOARD OF DIRECTORS**

January 2019

Name		Work Address	Phone / Fax Email	Home Address & Phone	Officer	Joined Board	Term Expires
<b>ED</b>	<b>Denise Britton</b>	Shalom House 9 S. 15th. Street Harrisburg, PA 17104	232-3482 fax: 441-1159		<b>Executive Director</b>	7/1/2011	na
<b>1</b>							
<b>2</b>	<b>Janet McNally, D. Ed.</b>	<b>Team Development Services</b> Director, Education and Training  <a href="http://www.teamdevs.com">www.teamdevs.com</a>	cell: 717-805-6935  <a href="mailto:Jmcnally4@gmail.com">Jmcnally4@gmail.com</a>	<u>399 N. 26th. Street</u> Camp Hill, PA 17011		4/1/2007	6/30/2019
<b>3</b>	<b>Marsha Fortney</b>	<b>Retired - M &amp; T Bank</b>	 <a href="mailto:mfortney28@comcast.net">mfortney28@comcast.net</a>  717-545-6494 C-717-460-6667	2166 Gale Drive Harrisburg, PA 17109 (717) 545-6494	<b>Vice Chair</b>	10/1990	6/30/2019
<b>4</b>	<b>Linda Duncan</b>	<b>Penn State Hershey Medical Center</b> Department of Admistration 500 University Drive Hershey PA 17033	531-1477 cell: 329-6960 fax: 531-4162 <a href="mailto:lduncan2@pennstatehealth.psu.edu">lduncan2@pennstatehealth.psu.edu</a>	381 Crooked Hill Road Hummelstown, PA 17036 (717) 533-2351	Chair	2/1/2009	6/30/2018
<b>5</b>	<b>Amber Shatto</b>	<b>Highmark Inc</b> 1800 Center Street Camp Hill PA 17011 Senior Client Manager, National Accounts	 <a href="mailto:amberdirocco@hotmail.com">amberdirocco@hotmail.com</a>	3825 Brady Avenue Mechanicsburg, PA 17050  717-919-1035		1/1/2019	6/30/2019
<b>6</b>							
<b>7</b>	<b>Monica Kiley</b>	<b>Hangley Aronchick Segal Pudlin &amp; Shiller</b>  Harrisburg PA 17110	364-1007 cell: 571-8462 fax: 364-1020 <a href="mailto:Mkiley@hangley.com">Mkiley@hangley.com</a>	2807 Silver Maple Drive Harrisburg, PA 17112 (717) 545-1306		3/1/2004	6/30/2018



**SHALOM**  
**H O U S E**

**BOARD OF DIRECTORS**

January 2019

SHALOM HOUSE BOARD OF DIRECTORS January 2019						
Name	Work Address	Phone / Fax Email	Home Address & Phone	Officer	Joined Board	Term Expires
8	<b>Abigail Rudy</b>	<b>Hershey Medical Center</b>			<b>Secretary</b>	6/30/2021
9						
10	<b>Rick Woodard</b> 219 N 23rd. Street Camp Hill PA 17011	<b>Retired</b>	717-737-0820 <a href="mailto:richard.n.woodard@gmail.com">richard.n.woodard@gmail.com</a>	219 N. 23rd. Street Camp Hill, PA 17011		9/1/2012 6/30/2018
11	<b>Iris Krug</b>	<b>PAHealth &amp; Wellness</b>	717-704-6173			6/30/2021
12	<b>Dave Pavelic</b>	PA Delivery Services 7651 Derry Street, Bldg 1 Harrisburg, PA 17111	717-561-9503		Treasurer	6/30/2021
13	<b>Joshua Smith</b>	Comm of PA - DCED Economic Development Analyst 400 North St., 4th. Floor Harrisburg, PA 17120 717-720-7352	C-610-568-4829 <a href="mailto:smitjoshua@gmail.com">smitjoshua@gmail.com</a>	23 Beecher Drive Carlisle, PA 17015		
14						
15						6/30/2020
	Corinna Wilson ESQ., CAE	Wilson 500, Inc Corina Vecsey Wilson, President 717-979-3407 wilson500.com	730-6000 cell: 585-7229 Fax 730-6005 <a href="mailto:corinnawilson500@gmail.com">corinnawilson500@gmail.com</a>	500 Arlington Roas Camp Hill PA 17011 717-761-6715	Member Emeritus	

Here are the committee assignments as of Sept 2009:

**1. Executive Committee.** This is standing committee, required under the Shalom House Bylaws. This year, it consists of Corinna Wilson, Chairman, Mary Parsons, Vice Chairman, Marsha Fortney, Secretary, Linda Duncan, Treasurer and Jackie Morrison, Executive Director

**2. Finance and Audit Committee.** This is committee will consist of Linda Duncan, Paula Gray, Ed Gundrum and Marsha Fortney.

**3. Board Development, Volunteer Recruitment and Community Engagement.** Chris Wonders, Marsha Fortney and Steve Middleton

**4. Strategic Communications and Public Relations.** Mary Parsons, Bree Januhowski and Patti Bucek

**5. Fundraising and Recognition.** Mary Parsons, Monica Rebuck and Carlyn Butz

**6. Operations and Program Support.** Linda Wright, Janet McNally and Jackie Morrison.



**CHRISTIAN  
CHURCHES  
UNITED**

*of the tri-county area*

413 South 19th Street  
P.O. Box 60750  
Harrisburg, PA 17106

phone: 717.230.9550  
fax: 717.230.9554  
email: [info@ccuhbg.org](mailto:info@ccuhbg.org)

Visit CCU on the web at [ccuhbg.org](http://ccuhbg.org)

**HELP  
Ministries**  
717.238.2851

**La Casa de  
Amistad**  
717.236.3279

**The  
Bridge**  
717.774.6255

**Prison Action  
Ministries**  
717.230.9550

**Susquehanna Harbor  
Safe Haven**  
717.232.5029

July 21, 2020

The Foundation for Enhancing Communities  
Attn: Jennifer Strechay, Program Officer for Community Investment  
PO Box 678  
Harrisburg, PA 17108-0678

Dear Ms. Strechay:

Christian Churches United/HELP Ministries is pleased to share this letter of support for the work performed by Shalom House. We have partnered for many years to make emergency shelter services available to women and women with children in the capital region. We are excited about Shalom House's continued expansion of programming in recent years to benefit the women in their program, as well as others who need those services in our community.

In our experience, the clients receiving services from Shalom House are well served and directed to community services with compassion and respect while achieving their particular goals. The result of this is sustainable success and a better life for many of the clients.

We are certainly in a better position as a community due to the presence of Shalom House, and especially in these times of great need, it is important that funding for the services that Shalom House provides remain strong. Shalom House has a commitment to strategic partnerships and collaborations, and your investment in their work demonstrates a belief in a service approach that is holistic and dedicated to collective impact.

Thank you for considering how you can support this valuable program.

Sincerely,

Darrel Reinford  
Executive Director





## Fruitful Life Network, Inc.

July 31, 2020

Dear Community Partner:


Fruitful Life Network is pleased to document its support of the work performed by Shalom House. Our organization has worked with Shalom House for over 5 years in a variety of ways, including projects and collaborative efforts in serving guests and residents.

In our experience, the clients and guests receiving services from Shalom House are well served and directed to community services with compassion and respect while achieving their particular goals. The result of all this is sustainable success for the clients and a better life.

We salute the efforts of Shalom House to recognize the need to provide consistency in wrap-around services for persons experiencing homelessness, and too embracing partnership and collaboration in a collective work to interrupt the root causes before emergency situations occur.

Shalom House makes an important positive difference in our community. It is without hesitation or reservation that we support their efforts to gain funding for their programs. We are certainly in a better position as a community with an effective Shalom House, and especially in these times of great need, we need for the services of Shalom House to remain, and not to be diminished.

Sincerely,



Carol A. Green

Professors Christopher and Carol Green (*CLC, B.A., M.A., D. Hon. Causa*)  
Fruitful Life Network, Inc.  
Fruitful Life Learning Community



**2020 MARTIN M. SACKS MEMORIAL FUND SIGN & SUBMIT FORM**  
**Provide signatures from the applicant organization, below. Both organization representatives must sign.**

By providing your original OR digital signature below, you agree that the provided information in this application is true to the best of your knowledge and may be submitted for review. Completion of this form is one component of your Complete Application.

**President/CEO** *Alexis Buxton* Click or tap here to enter text. 7-30-20  
 Ink Signature Digital Signature

**Board President** *Linda* Click or tap here to enter text. 7-30-20  
 Ink Signature Digital  
 Signature

**REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM IN THE DEADLINE DATE**

All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date. This grant opportunity does not utilize delivered or mailed materials.

- Complete Application:** Applicant Snapshot, Project Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original or digital signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be included.
- No more than TWO letters of support with original or digital signatures. LETTERS OF SUPPORT ARE OPTIONAL FOR THIS GRANT OPPORTUNITY but must be received by the deadline date.** Letters of support from the applicant organization's Board of Directors will not be accepted. Identical form letters are discouraged.
- If you have indicated PARTNERSHIP with or SERVICE to other Agencies as stated in Question 4, you must include letters with original or digital signatures documenting the relationship.** A letter of Partnership or Service may also serve as a letter of support if support is expressly stated.
- Applicants who utilize a FISCAL SPONSOR** must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original or digital signature is required.
- IRS 501(c) (3) determination letter**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available, upload applicant organization's most recent audit or financial statement to meet this requirement.

**QUESTIONS**