

Dear Commission Members,

Each grant proposal can receive up to 100 points. You will be scoring the grant proposals based on the underlined categories, each worth 20 points. There are five categories that are delineated on the rubric spreadsheet that you will use to enter your scores for each proposal. The spreadsheet will tabulate your scores.

Grant Guidelines:

PROJECT PROPOSAL PRINT OR TYPE clearly and simply. Please use the language the Commission layperson or professional can readily understand. Keep in mind that the more tightly organized your proposal, the more persuasive it is likely to be. Your proposal summary should cover the following six important areas of information and should be no longer than 1500 words. Please use the Application Form found at www.reconciliationministry.org.

YOUR ORGANIZATION'S BACKGROUND (300 words or less) – Mission, Founding Date, Major Programs – Links with similar organizations – Number and capacity of staff – Why your organization is qualified to do the work – Relationship of your project to your organization's overall program

THE PROJECT YOU PROPOSE (500 words or less) – The contribution your project will make towards eliminating systemic racism, empowering racially marginalized communities, or fostering multiracial communication. – Your project's goals and objectives – The activities you propose to tackle the problem – Why your plan is cost-effective – Expected immediate and long-term results – Distinctive features of your project in light of your organization's context – The theological foundation for the decision to pursue this project or the anticipated effects

Score: 0 – 20 points based on:

Project Proposed: How will this project address structural and systemic racism? How clear is its specific anti-racism goal?

YOUR PROJECT IMPLEMENTATION PLAN (200 words or less) – Your timeline: steps to be taken, by whom, and when – How many people, and who, will be served – Names of cooperating organizations (Attachment) – Project staff and/or consultants – Any advisory groups (Attachment) – Explicit involvement of spiritual practices or theological reflection that will be incorporated into the project

Score: 0 – 20 points based on:

Project Implementation: Is there a timeline associated with the project? Can the project be completed in the proposed timeline? Is the project feasible and is it concrete – easy to understand and accomplish.

PROJECT EVALUATION (200 words or less) – Your criteria for effectiveness – Methods and schedule for measuring results – Methods and schedule for short- and long-term evaluation of results – Who will assess the results – What theological, biblical or spiritual work around anti-racism will continue as a result of this project

Score: 0 – 20 points based on: Are there clear criterion to measure the project’s effectiveness? How, by whom, and when will the project be evaluated.

FINANCIAL INFORMATION (200 words or less) Complete the Project Budget Form: – A line item income and expense budget for the project, including cash and in-kind support. Please indicate which line items you are proposing for Reconciliation Ministry funding. – A budget narrative explaining each line item for which you are requesting Commission support. – The amount your organization will contribute to the project (% of overall project???) – A list of other foundations or sources to which you have submitted a proposal. Please indicate if they have committed or declined or are pending. – If applicable, your organization’s annual operating budget. – If this is a Regional cluster application, clear designation of contributions from each participating region.

Score: 0 – 20 points based on: Is there clear evidence that there is financial buy-in from the institution requesting the grant funding? Is “comparable” funding demonstrated in the budget submitted? Comparable funding is usually 50% financial or some proportion of financial and ‘in-kind’ support from the requesting institution. Our grants are intended as seed money for new and continuing projects which means we do not fund entire projects or singular events.

PROJECT CONTINUATION (100 words or less) – If project is ongoing, your plan to continue after the funding period – Future funding sources – Other current funding sources

Score: 0 – 20 points based on: How does the project continue after the funding period has ended? How does the proposal indicate the ongoing implications and programs from the proposed project?