



St. Elizabeth Mission Society

A ministry of the Franciscan Sisters of Allegany, NY

GRANT FACT SHEET

PURPOSE

The St. Elizabeth Mission Society will provide grants for programs and projects that are in line with the mission, vision and direction of the Franciscan Sisters of Allegany. A Franciscan Sister of Allegany (FSA) or Associate must be directly affiliated. *The maximum grant award will be \$5,000 (USD).*

FUNDING GUIDELINES

Grants that will be considered are projects that serve people who are part of a disenfranchised segment of our local and global societies, whether it be on the basis of nationality, race, class or gender and promote self-sufficiency and systemic change, including:

- Food, clothing, shelter needs
- Medical assistance or health care
- Educational programs and supplies
- Environmental issues
- Capital improvements and equipment

ELIGIBILITY

- Projects must be affiliated with a Franciscan Sister of Allegany (FSA) or Associate, i.e. where an FSA Member/Associate is present as a trustee, staff member or volunteer.
- Organizations must be current with their Funding Reports on any previous Mission Society grants.

LIMITATIONS

- Projects that **do not qualify** include:
 - Operating expenses (utilities, salaries, etc.)
 - Travel costs, lodging expenses, mileage and speaker fees
- No organization may receive more than one Mission Society grant per year.
- Only one application may be submitted for an organization per grant cycle.

KEY DATES

- Deadline: July 15, 2024
- Funding reports due: June 15, 2025
- Funding Announcement: September 2024 (checks issued)

APPLICATION PROCESS

- The applicant (an FSA or Associate) may submit an application at any time.
- Grants are only reviewed once per year by the Mission Society's board of directors.
- The applicant's Congregational Leadership Contact must sign the application **before** submission.

CONTACT

Laura Whitford, President (716) 373-1130 or LWhitford@FSAllegany.org

P.O. Box 86, Allegany, NY 14706-0086 • Phone: 716-373-1130 • Fax: 716-373-9324
E-mail: stelizmission@fsallegany.org • Website: www.FranciscanHope.org

ST. ELIZABETH MISSION SOCIETY

GRANT APPLICATION FORM

PART ONE: GRANT AND ORGANIZATION INFORMATION

Applicant Name (must be FSA or Associate): _____

Total Amount Requested (maximum award is \$5,000 US): US \$ _____

Organization Information

Name: _____

Program or Project Name: _____

Address: _____

Phone: _____ E-mail: _____

Website: _____

If awarded funding, the Mission Society should make the check payable to:

Name: _____

Address: _____

Required Signatures:

Applicant: _____ Date: _____
Franciscan Sister of Allegany or Associate

Authorized by: _____ Date: _____
Congregational Leadership Contact

PART TWO:

GRANT PROPOSAL NARRATIVE

Please provide the following information in the order presented below. Use no more than two (2) typewritten pages, excluding attachments.

I. Applicant's Engagement with the Program/Project

- a) Briefly describe your active involvement with the project. (example: board member, volunteer, etc.)

2. Program/Project Description

- a) Briefly describe the program/project and its purpose.
- b) How many people will be helped and what are their ages, backgrounds, etc.?
- c) List the specific goals you hope to attain if funding is received.

3. Eligibility

- a) Describe how the program/project meets the Funding Guidelines listed on the Grant Fact Sheet.
- b) Explain how this grant will improve your program/project.

4. Funding Considerations

- a) Outline the complete budget for the program/project (not the organization). Show how the requested Mission Society grant would fit in the budget.
- b) Provide information on other sources of funding that have been obtained, are pending or were denied.
- c) If the total cost of your program/project exceeds \$5,000, how will the remaining amount be funded? Will you still be able to continue with the program/project if you do not receive Mission Society funding?

5. Evaluation

- a) Explain how the organization will measure the success of the program/project.
- b) Describe the results that will be achieved by the end of the funding period.

Applications should be sent to:

St. Elizabeth Mission Society, Inc.
P. O. Box 86
Allegany, NY 14706
E-mail: lwhitford@fsallegany.org
FAX: (716) 373-9324

Application deadline: July 15, 2024

Applications received after the deadline will not be considered. Applications will be reviewed annually by the St. Elizabeth Mission Society's board of directors. Applicants will be notified in writing of a decision in September 2024. **A Funding Report for successful awards will be due June 15, 2025** and will be enclosed with grant award notifications.