

## Executive Summary

Application Date: \_\_\_\_\_

Grant applications will be accepted that meet OHS minimum criteria and procedures. Please see the end of this application for a checklist of all items to submit.

**A ministry must meet the OHS criteria of being a Christian organization.**

Legal Name of Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone number: \_\_\_\_\_

Fax: \_\_\_\_\_

Website Address (if applicable): \_\_\_\_\_

Executive Director/President:

\_\_\_\_\_

Grant Request (check one): \$100,000 \_\_\_\_\_ or \$75,000 \_\_\_\_\_ or \$50,000 \_\_\_\_\_

Purpose of Grant (one sentence):

\_\_\_\_\_  
\_\_\_\_\_

Effective Date of IRS 501 (c) (3) status:

\_\_\_\_\_

Organization's Mission Statement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Target Group:

\_\_\_\_\_

Total Current Operating Budget:

\_\_\_\_\_

Name, Telephone and Email of Contact Person (if not Executive Director):

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How did you find out about One Hundred Shares?

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**Names submitted below validate the truthfulness and accuracy of the application.**

**Two Signatures Required:**

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(Signature of Chair person of the Board)

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(Second Signature)

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## Grant Application One Hundred Shares

### I. Organization Information

A. Brief summary of organization's history (250 words or less):

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B. Description of organization's current programs and accomplishments (250 words or less):

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

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**C. Timetable for implementation of project:**

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**D. Key staff and/or volunteer participation:**

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**E. Long-term strategy for funding the project:**

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F. Our hope is to significantly propel a ministry forward, help a small ministry expand, or fund an entire project with this grant. That is part of the benefit and goal of collective giving vs. individual gifts of potentially smaller size. Please explain the specific ways that this grant will help you to expand significantly, fund a complete project, or propel you forward in new ways. If you feel you have already stated this earlier, summarize it here in 2 sentences:

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I have read the OHS grant application requirements & minimum criteria grant consideration information and grant selection calendar:

Yes\_\_\_\_\_ No\_\_\_\_\_

**Please submit the following materials electronically along with your electronic application:**

**1) Financial Information**

A. Detailed budget for the current year

B. Detailed Grant Budget

- Provide an itemized Grant Budget Request clearly stating how the Grant monies will be used. Be specific giving actual costs while detailing items and services to be purchased. The total amount must show how \$50,000 or \$100,000 will be used. Grant Request amount must not exceed half of applicant's current operating budget. Grant Request for advertising, marketing and salaries in total must not exceed 20% of the grant amount. Grant request must not include ongoing operating expenses, rent or endowments.

C. Comparative financial statements (audited if available) for the most recent two year period. For example, if you are applying for a grant in the year 2019, we require comparative financial statements for the years 2017 and 2018. These statements must include a Balance Sheet (a statement of Assets and Liabilities) and an income statement or Profit and Loss Statement.

D. Organization's current 990 tax return.

E. Affiliation with federal, public, or private funding sources (be specific)

F. Copy of 501 (c) (3) IRS letter approving your tax exempt status

G. Current list of Board of Directors, staff and their positions

## Instructions for sending grant application electronically to One Hundred Shares:

All required application materials must be submitted via Dropbox.com. To do this, log on to Dropbox.com at the following web address: <https://www.dropbox.com/home>

1. Follow the stated instructions from Dropbox for setting up a new, 2GB free account.
  - When Dropbox loads onto desktop, double click on icon. Dropbox will open a main folder file. A downloadable instruction PDF file will appear in the main folder. You may also find one at:

<https://dl-web.dropbox.com/get/Getting%20Started.pdf?w=3b968572>

2. Set up a new folder with your ministry name. Drag and drop you new folder into Dropbox (the main folder that has opened on your desktop).

- The folder must be titled with some version of the name of your ministry organization (a nickname or acronym is fine – just do not label it One Hundred Shares or OHS application. It must have your name on it when it is seen within the dropbox program).

3. Once the folder is within Dropbox, Right-Click (Windows/Linux) or Control-Click (Mac) your file. It will be highlighted at this point and a drop down tab will appear. Click on the tab “dropbox” then “share link”. Another web page will open with your file. Click on “Share”.

4. Send file to the grant chair emails which are listed on the website and click the blue highlighted “send” box.

*Your file will be sent to the 100 Shares dropbox and will be secure.*

***Note: Deadline is February 1. Once a grant application is submitted, the applicant is not allowed to make revisions of any kind.***

***If you have trouble sending your application, please email us at:***  
[\*\*\*onehundredsharesu2@gmail.com.\*\*\*](mailto:onehundredsharesu2@gmail.com)

*One Hundred Shares is blessed to consider partnering with you and your ministry organization!*