

**Southern Order of Storytellers**  
**Project or Organization Grant Application**

Name of Project/Event

\_\_\_\_\_ (Title as project/event should be listed in any advertisement/promotion )

Date of Project/Event

\_\_\_\_\_

Applicant/Organization Name

\_\_\_\_\_

Applicant/Organization Website (if applicable) \_\_\_\_\_

Contact Person Name \_\_\_\_\_

Contact Email (example@example.com) \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Street Address (Line 1) \_\_\_\_\_

Street Address (Line 2) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Executive Director/Board Chair (if applicable) \_\_\_\_\_

Phone Number \_\_\_\_\_

Total Grant Request \$ \_\_\_\_\_

Exact name of Payee (the organization or individual to whom the grant money shall be issued) and the address or bank routing information to which funds should be sent:

\_\_\_\_\_

What is the purpose/mission of your organization, group, or program? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the requested grant help you to advance your mission if awarded? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does your proposed project/event meet SOS's mission? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe other services and programs offered by your organization and their impact on the storytelling community \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What geographic areas will your program/event serve? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What audience will your program/event serve? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain, in detail, how you intend to use the requested funds. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the goals/expected outcomes of your project? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will you measure the goals/outcomes of the project for success? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your affiliation with SOS (if any) either now or in the past? Please include whether you and/or your organization are a member(s) of SOS. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever applied for an SOS grant before? \_\_\_\_\_

If yes, please provide the date of all earlier application(s) and the name(s) of the applicant(s).

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

In what specific ways will SOS's support for your project/event be publicly acknowledged? \_\_\_\_\_

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

CERTIFICATION AND SIGNATURE:

I certify that the information set out in this Application and supporting materials are true and accurate and that the undersigned has authority to submit this Application to SOS.

Signed, if by an individual Grantee:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

Signed, if by an Organization Grantee:

\_\_\_\_\_  
Name of Grantee Organization

BY : \_\_\_\_\_  
Signature of individual signing for the Organization

ITS: \_\_\_\_\_  
Office held by individual signing on behalf of the Grantee Organization

Date \_\_\_\_\_

[Signature of Responsible Party]

**Project/Event Budget Form\***

Organization/Individual \_\_\_\_\_

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

**Income**

Grants \$\_\_\_\_.\_\_\_\_

Donations \_\_\_\_\_.

Fundraising \_\_\_\_\_.

Memberships \_\_\_\_\_.

In-Kind \_\_\_\_\_.

Investment Income \_\_\_\_\_.

Ticket Sales \_\_\_\_\_.

Merchandise Sales A \_\_\_\_\_.

B \_\_\_\_\_.

C \_\_\_\_\_.

**Total Income** \$\_\_\_\_.\_\_\_\_

**Expenses**

Salaries, Wages, Benefits \$\_\_\_\_.\_\_\_\_

Insurance \_\_\_\_\_.

Professional Fees \_\_\_\_\_.

Travel \_\_\_\_\_.

Equipment \_\_\_\_\_.

Supplies \_\_\_\_\_.

Printing \_\_\_\_\_.

Advertising \_\_\_\_\_.

Postage \_\_\_\_\_.

Rent \_\_\_\_\_.

Utilities \_\_\_\_\_.

Artist Fees \_\_\_\_\_.

Permits/Licenses \_\_\_\_\_.

Royalties \_\_\_\_\_.

In Kind Expense

A \_\_\_\_\_.

B \_\_\_\_\_.

C \_\_\_\_\_.

**Total Expenses** \$\_\_\_\_.\_\_\_\_

**Total sought from SOS**

**(cash + in-kind):**

\$\_\_\_\_\_

**Total to be provided by**

**Applicant from other**

**sources:**

\$\_\_\_\_\_

\* If you have a Project Budget that does not readily fit into this template, you may submit your Budget in its original formal, but SOS may required additional information in order to consider your application for funding.

For which budget items will SOS funding be used? \_\_\_\_\_

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What other funding is available for this project?

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If any of your matching contribution will be in-kind rather than cash, describe in detail what that contribution will consist of, including identifying any individuals whose participation in the project will be counted toward the in-kind match.

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Please clarify any budget items that need further explanation. \_\_\_\_\_

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For Organization Grants, please upload your organization's yearly budget/financial statement for the last two fiscal years in addition to the above budget for your specific project/event using the template from the SOS website.

For Organization Grants, briefly describe how your organization is funded on an ongoing basis \_\_\_\_\_

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Please clarify any budget items that need further explanation on your yearly budget/financial statement. \_\_\_\_\_

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## Additional Required Documents

### **For organizational applicants:**

Copy of Articles of Incorporation

Copy of IRS letter or other document confirming 501(c)(3) status

List of officers and members of the Board of Directors (or comparable bodies)

Copies of last two years' financial statements

Documentation of past projects with evidence of effectiveness

### **For individual applicants:**

Proof of U.S. Citizenship

Professional Resume evidencing relevant experience, skills, and achievements

Two letters of recommendations from persons familiar with the applicant's achievements and commitment to the goals set out in the SOS mission statement.

### **For all applicants:**

The Project or Organization Grant Application

Project/Event Budget Form

High Resolution Logo for organization and Photograph for individuals, suitable for use in publicizing activities to be funded by Grant (if applicable)

Digital Print Media for Project.

Support Material: If your project entails participation or approval from any other organization or individual, include a letter or other document confirming that entity's support of your project and commitment to participate as reflected in your Grant Application.

You may include any additional Support Material that you believe will be useful to SOS in evaluating your Application.

Explain your support material if needed. \_

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## Final Grant Report

**If you are awarded a grant, you will be required to submit the following information upon completion of the Project funded by the grant. This report must be submitted within 30 days of the completion of the event or project. Failure to submit the report in a timely fashion will result in disqualification for consideration of subsequent applications.**

1. Please describe the outcome of the project/event and how you measured the success of the project/event.
2. How many participants were served through the project/event? If possible, show approximate breakdowns by age, location, workshop and performance attendance, or other categories of participation.
3. How likely are you to continue to provide this project/event in the future?
4. Please attach the following:
  - a. Any support material that shows acknowledgement of SOS's support.
  - b. Copies of any evaluations, press or media reports, or other media reflecting the outcomes of the project/event.
  - c. A final budget showing how grant monies were used to enable or enhance the project/event.