

## SOPHIA TRAVIS COMMUNITY SERVICE GRANTS PROGRAM



Click [here](#) to review our grant program information and funding history, plus future grant announcements.  
Follow our Facebook page to stay up to date on all Sophia Travis information!

**For 2024 the Sophia Travis Grants Committee has \$167,000 available.**

### **ELIGIBILITY:**

Agencies with a 501(c)(3) status serving Monroe County, Indiana.

Click for [501\(c\)\(3\) application](#).

Agencies will be limited to one (1) application unless the Collaborative Project exception is applicable (page 3).

### **PRIMARY AREAS ELIGIBLE FOR SUPPORT:**

- |   |                                 |                            |
|---|---------------------------------|----------------------------|
| -Food, Nutrition, Security, Shelter, and Health | -First Responders               | -Transportation Assistance |
| -Veterans' Assistance                           | -Climate Change                 | -Excellence in Government  |
| -Emergency Shortages                            | -Youth Enrichment Opportunities |                            |

### **CRITERIA USED FOR EVALUATION OF APPLICATION:**

- Completion of all required reports from previous Sophia Travis Grant cycle awards.
  - Projects must primarily serve Monroe County residents.
  - Extent to which dollar amount sought will accomplish the stated goals of the project.
  - Extent to which the funds sought will leverage additional funds or assistance.
- Support for basic operational expenses will be considered, but not be given the highest priority.*

### **IMPORTANT INFORMATION:**

- Application Deadline: **Friday, September 20, 2024, before 12:00 pm (Noon)**
- Presentation Order Assignment:  
*Grant presentation order will be randomly assigned and emailed and posted to the website at least a week prior to the presentation date.*
- Applicant Public Presentation: **Monday, September 30, 2024, at 5:30 pm**  
*In the **Nat U. Hill Meeting Room-Courthouse-Third Floor**, you are invited to give a three-minute presentation on your grant application request to the Grant Committee and public. This is not a requirement to be considered for a grant award, but a chance to share your agency's services.*
- Award Announcement:  
County Council Meeting – **Tuesday, October 29, 2024, at 5:00 pm in the Nat U. Hill Room**  
*Meeting's Virtual Link available on the County Website Event Calendar click [here](#)*
- Award Agreements: Award Recipients will receive an email with completion instructions.
- Click [here](#) for other information and/or resources to assist you with the grant process.

## **SINLGE AGENCY GRANT APPLICATION GUIDELINES**

## 1. Grant Application

- Agency Information: complete all information regarding your agency.  
(*Name, address, contacts, and project detail.*)
- List any other pending and/or confirmed local funding sources for your project.
- Itemize and prioritize the elements of your grant project.
- Attach your most recent year-end (*or comparable end-of-fiscal-year*) financial statement which includes your agency's fund, revenue, and expenditure totals.
- Provide a "Grant Project Proposal Narrative" (*1,000-word maximum*) detailing the project for which you are requesting funding.

## 2. W-9 Form – Organization Taxpayer Identification Number

- Applicants must complete a W-9 Form annually. The signed and completed form must be submitted with your application. Please note that the address indicated on the W-9 will be used for all mailing purposes.  
**Click for [W-9 form](#).**

## 3. Public Presentation and Agency Cover Slide Information – (*optional*)

- Applicants are invited to give a three-minute presentation on their grant request to the Grant Committee and the public. This is not a requirement to be considered for a grant award, but a chance to share your agency's services.
- Submit an Agency Cover slide to be displayed during your presentation. Your agency's slide should include the following information:
  - Brief Mission Statement (*1-3 lines*)
  - Address (*Street, City, State, & Zip*)
  - Agency's Phone Number
  - Agency Website and/or Facebook address (*if applicable*)
  - Leadership Team Names
- You may choose to either:
  - edit and submit the provided PowerPoint slide, or
  - prepare and submit a single cover slide for your agency

## 4. Submission Process

The Grant Application and required additional information/documents should be emailed to the Monroe County Council Office at [CouncilOffice@co.monroe.in.us](mailto:CouncilOffice@co.monroe.in.us). The below information must be included and submitted as separate attachments:

- Grant Application
- Year-End Financial Statement
- Grant Project Proposal Narrative
- W-9 Form
- Agency Cover Slide

# COLLABORATIVE PROJECT GRANT APPLICATION GUIDELINES

## 1. Grant Application

- Identify each agency involved in the Collaborative Project, specify which agency will act as the fiscal agent. This agency **must** be a 501(c)3.
- Agency Information: complete all information regarding all agencies involved.  
(Name, address, contacts, and project detail.)
- List any other pending and/or confirmed local funding sources for the project.
- Itemize and prioritize the elements of the grant project.
- The fiscal agency must attach their most recent year-end (or comparable end-of-fiscal-year) financial statement which includes fund, revenue, and expenditure totals.
- Provide a "Grant Project Proposal Narrative" (1,000-word maximum) detailing the project for which funding is being requested.

## 2. W-9 Form – Organization Taxpayer Identification Number

- The identified fiscal agent must complete a W-9 Form annually. The signed and completed form must be submitted with the application. Please note that the address indicated on the W-9 will be used for all mailing purposes. **Click for [W-9 form](#)**.

## 3. Public Presentation and Cover Slide Information – (optional)

- Applicants are invited to give a three-minute presentation on their grant request to the Grant Committee and the public. This is not a requirement to be considered for a grant award, but a chance to share the collaborative project proposal.
- Submit a Cover slide to be displayed during the presentation. The slide should include the following information for all agencies involved:
  - Names of Agencies
  - Project Mission Statement
  - Addresses (Street, City, State, & Zip)
  - Agencies Phone Numbers
  - Agencies Websites and/or Facebook addresses (if applicable)
  - Leadership Team Names
- You may choose to either:
  - edit and submit the provided PowerPoint slide, or
  - prepare and submit a single cover slide

## 4. Memorandum of Understanding (MOU)

- All parties participating in the collaborative project **must** complete a Memorandum of Understanding detailing the allocation of duties. This must be submitted with the application.

## 5. Submission Process

The Grant Application and required additional information/documents should be emailed to the Monroe County Council Office at [CouncilOffice@co.monroe.in.us](mailto:CouncilOffice@co.monroe.in.us). The below information must be included and submitted as separate attachments:

- Grant Application
- Year-End Financial Statement
- Grant Project Proposal Narrative
- W-9 Form (identified fiscal agent)
- Cover Slide
- Memorandum of Understanding