

Preparing Your Large Grant Application

Strict adherence to the order and content requested in this outline will ensure that the grants committee considers your request. First, we suggest you copy the text on this page and paste it into a blank page in your word processing software. Alternatively you may click here to [download this page as an Adobe PDF document](#). You also may download the [Large Grant Proposal Guidelines](#) for reference as you prepare your application.

Use the **bolded**, numbered headings of the outline below in your proposal, and write your responses below each heading. **Prepare your proposal using Calibri 12pt or Times New Roman 12pt font and standard 1 inch margins for your application.** Your entire application must include all of the information outlined below and be ten (10) pages or less plus a separate budget page if necessary.

Budgets must be presented in US dollars. (If you need help converting your country's currency to US dollars you can use one of the currency converters available on the World Wide Web, such as www.xe.com/ucc/.) Finally, please be sure that your application is complete and thorough enough to address all the information requested. It does not need to be lengthy, but it does need to be complete with enough detail for us to have a good picture of your project.

Submit your proposal by email to grants@journeyoutreach.org or by mail to

Journey Outreach North America
Grant Submissions
P.O. Box 10
Louisville, CO 80026

We will confirm receipt of your application via email. You need not submit a paper copy of the application. However, if you choose to submit your application by regular mail instead of using the internet please include an email address.

1. Project Title

Give your project a brief name of up to five words.

2. Project Applicant Information

Give the name, mailing address, postal code, country, telephone number and email address of the individual who will be the contact for this project. Include a letter of recommendation from someone who knows you well and can speak to your qualifications for successfully completing the project.

3. Fiscal Agent Information

The fiscal agent is the entity or person that will receive grant funds, maintain financial records of the project, and be held financially accountable for the project. If a nonprofit organization will serve as fiscal agent or sponsor for this project, give its name, address, telephone, point of contact, email address, website, and a brief background. If an individual will serve as fiscal agent, give the contact information of the person who will receive and account for the funds. If different from the Project Applicant, please give the relationship between the project applicant and the fiscal agent.

4. Project Summary and Overview:

- a) What and Who:** A one to three sentence summary of your project describing what will happen and who will be involved;
- b) When and Where:** The date(s) when and location where the project will take place;
- c) How Much:** The amount of the grant you are requesting from Journey Outreach;
- d) How Used:** Exactly how you propose to use the grant funds.

5. Project Description

Please write one to four paragraphs describing your project that expands on the details in the Summary and Overview.

6. Need for the Project

Why is this project necessary and how did you establish the need for it? How you arrived at the amount of money you are requesting from Journey Outreach? To answer these questions you may need to make agreements with The Journey, Conscious Company, or an affiliate to get a quote for a presenter, along with getting quotes for other resources you may need and communicating with others affected by your proposal. Include any data that backs up your proposal that this project is needed.

7. Goals & Desired Outcomes

Here list the goals of your project and for each goal, list the desired outcomes. Goals are the overall vision you hope to achieve through this project. They should include the Journey Outreach goals listed in the [proposal guidelines](#) and any goals of your own. Desired outcomes are quantified "benchmarks" that describe how you hope the project participants will be affected, what you hope they will learn, and/or what difference the project will make. The desired outcomes are related to the purpose of your project and the way you go about doing your project.

8. Evaluation

Specify the methods you will use to quantitatively and qualitatively evaluate your project. How will you collect the information and feedback from participants and the community you're serving? What indicators will you use to show how the project has met the goals and desired outcomes stated in your application? You are encouraged to seek help from JONA in this area, and links will be posted for examples as we create them for schools, orphanages, correctional facilities, etc.

9. Personnel

Give the names and qualifications of the key individuals committed to accomplishing your project, including project staff position and job descriptions. Provide names and telephone numbers and/or email addresses of Journey Practitioners and/or Visionary Leadership Coaches willing to serve as references for this project. You may also wish to include a letters of recommendation for your key personnel from someone who knows them well and can speak to their qualifications for participating in the project and supporting its success.

10. Budget

Present a budget of projected income and expenses for your project. If you have asked other organizations for funds please include contact information so we can consult with them. Present all income and expenses for the project, including the grant request. Income must equal expenses!

a) Include income (such as registration fees, donations and in-kind support) and expenses (such as facility rental, insurance, materials, local travel expenses, food, in-kind support, etc.) for your project.

b) The total value of your in-kind support should match or exceed your requested level of funding. To balance your budget, in-kind support will need to show up as an income and an expense, and might include:

- Donated Facilities (valued up to \$50/hr)
- Certified Practitioner Volunteer Time (valued up to \$95/hr)
- Other Volunteer Time (valued up to \$18/hr)
- Personal Vehicle Travel Miles (valued up to [14 cents a mile](#))

We suggest that you create a table in your proposal and follow this example as closely as possible. (Please note that the figures given here are just an illustration! Your own income and expense items will be unique to your project.) The grants committee is familiar with this format and it will increase the likelihood that we will understand your project budget.

Income	Cash	In-Kind Contributions	Totals
Participant Registration Fees (40 X \$100)	\$4,000		\$4,000
Flyer Printing and Mailing (donated by friend)		\$200	\$200
Practitioners/Coaches (\$95/hr) * 2 people * 10 hrs * 2.5 days		\$4,750	\$4,750
Sound setup and run (\$18/hr) * 1 person * 10 hrs * 2.5 days		\$450	\$450
Presenter (\$1000/day) (1/2 in-kind) * 1 person * 2.5 days			
		\$1,250	\$1,250
Subtotal Income	\$4,000	\$6,650	\$10,650
Requested Grant (must be less than Subtotal Income)	\$1,585		\$1,585
Grand Total Income	\$5,585	\$6,650	\$12,235
Expenses	Cash	In-Kind Contributions	Totals
Food & Catering - 6 meals ([40+3] X \$45)	\$1,935		\$1,935
Facility Space Rental	\$1,200		\$1,200
Sound Rental	\$400		\$400
Flyer Printing and Mailing (donated in-kind)		\$200	\$200
Donated In-Kind Labor		\$5,200	\$2,950
Presenter Travel and Per Diem (provide details)	\$800		\$800
Presenter (1/2 in-kind)	\$1,250	\$1,250	\$2,500
Grand Total Expense	\$5,585	\$6,650	\$12,235

In the example above the in-kind support for the 3 participants who contributed labor is accounted for in the [40+3] paying + scholarships in the variable food costs.

"Matching" Funds: Cash and In-kind Contributions: Journey Outreach financial participation in any project will nearly always be limited to no more than 50% of the total project cost. Applicants are therefore expected to show other sources of cash and in-kind support for the project totaling at least 50% of the total project cost. These sources "match" the grant contribution. Matching funds are of two kinds:

- a) Cash income is revenue from such sources as participant registration fees and contributions to your project from individuals or businesses.
- b) In-Kind Contributions are labor or materials not billed to the project, such as donated office space, photocopying, telephone expense, shuttle expense, consulting services, and materials. In-kind donations of labor must be at a specified rate and all donations must be justified and reasonable to qualify as match for the Journey Outreach grant. The above budget example illustrates In-Kind Contributions as a portion of the match of the Journey Outreach grant amount.

11. Need for continued support

Please tell us whether your project is a one-time event, or will be continued/repeated in future years. If the latter, be very specific on how you intend to continue your project and whether you will apply for a Large Grant Project again. Future Journey Outreach support will be contingent upon your success in building increased local support, including new or additional contributions to support your activities.

12. Love Poem or Quote

Please close your application with a love poem or quote of your choosing. We invite you to have a child create a drawing or painting commemorating the creation of your project. Keep this drawing for your own enjoyment. You may scan and send it with your email version of the application if you choose. Thank you for your work on this application. Journey Outreach wishes you every success!

APPENDIX

Computation of Break-even Point

In planning your project it is helpful to know how many participants you need in order to "break even", or incur no deficit. We include this information in case you want to do this. Your completing this computation is optional, but we may complete it for you if we need this information in considering your application. In computing the breakeven point on the above project budget example, we will need to consider only the "cash" income and expense, *excluding any possible grant from Journey Outreach*, namely:

Income		
Participant registration fees 40 X \$100		<u>\$4,000</u>
Total Income		\$4,000
Expense		
Food & Catering 40 x \$45		\$1,800
Food & Catering 3 x \$45		135
Facility & Sound Rental		1,600
Presenter Travel and Per Diem		800
Workshop Presenter		<u>1,250</u>
Total Expense		\$5,585

The more participants we have the greater the income, but also the greater the expense. The expense item(s) that increase with the number participants are called "variable expenses". In the above example, food and catering cost is the variable expense since it increases \$45 with each new participant. Use the following formula to compute the break-even point:

$$\text{Number of participants to break even, "N" = } \frac{(\text{Total Fixed Expenses} - \text{Donations}) + (\text{Variable Expenses}) \times N}{\text{Registration fee per Person}}$$

$$\text{Solving for N, we have: } N = \frac{(\$3,785 - 0) + (\$45 \times N)}{\$100}$$

$$\text{Reducing the fraction: } N = (37.85) + (.45N)$$

$$\begin{aligned} \text{Subtract .45N from both sides} \quad N - .45N &= 37.85 + .45N - .45N \\ &.55N = 37.85 \end{aligned}$$

$$\text{Divide both sides by .55} \quad n = 68.8$$

Plugging this number back into the budget above with 69 paying participants,
Income = \$6,900 and Expenses = \$6,890