



2017 S.T.E.P Grant Application

We, the S.T.E.P. (Students Teaching and Empowering Philanthropy) Committee Members, are a diverse group of high school students from Marshalltown High School being advised by a qualified program coordinator. S.T.E.P. provides us the opportunity to serve as young philanthropists in our community.

For 2017, we have been given \$10,000 to allocate to 501(c) (3) agencies, schools and agencies of government in Marshall County that address issues facing youth and/or families with children. Priority will be given to applications that focus on helping low-income families. (i.e. educational opportunities, extra-curricular activities, increased access to support services, etc.)

DEADLINE: All grant applications must be postmarked by Feb. 10, 2017

Please TYPE all answers.

Description of Organization:

Name of Organization or Sponsoring Organization: _____

Address: _____

Contact Person/Program Coordinator: _____ E-Mail Address: _____

Web Site Address: _____ Federal Tax ID: _____

Phone Number: _____ Fax Number: _____

Business Hours or Best Time to be Reached (We may contact you for further information): _____

Description of Project:

Name of Project: _____

Dollar Amount Requested: _____ Total Project Budget: _____

Type of Request: New Program/Project General Operations Capital Equipment/Materials
 Ongoing Program Other: _____

Project's Target Age Group: _____ Estimated Number of Youth/Families Served: _____

Proposed Time Frame for Project: _____

Proposed Program Hours: (If different than business hours): _____

Answer the questions on the following page in numerical order to assist us in understanding your organization's need. Please type answers using **no smaller** than 12 point font and do not exceed 6 pages double-spaced when answering the following questions. Incomplete or hand-written applications will not be accepted.

Organization's Background Information

1. What is your organization's mission statement?
2. When was your organization established in Marshall County?
3. How has your organization impacted the youth and/or families in Marshall County, both currently and in the past?
4. In one sentence, tell us why your organization is deserving of S.T.E.P. funding.

Program/Project's Background Information

1. When was your program / project established in Marshall County?
2. How does your program/project address issues facing youth and/or families? (i.e. educational opportunities, extra-curricular activities, increased access to support services, etc.)
3. What goals do you hope to achieve?
4. How will the requested money specifically be applied? When will you start using the grant dollars?
5. Do you receive donations or grants from any other source(s) for this program / project? Please list the specific sources and how much you receive.
6. Why is there a financial need for this program / project?
7. Has your organization done a similar program / project in the past? If so, what were the results? Please include testimonial(s) from program / project participants / clients, if possible.
8. What need(s) does your program / project address on a larger scale?

Additional Information

1. How is your organization planning to evaluate the progress of your program / project?
2. Please explain the budget for the program / project and the projected time frame.
3. How did you find out about S.T.E.P. and/or the S.T.E.P grant?
4. Please provide any feedback on the STEP grant application. (Time it took to complete application, was the application easy to follow, were the questions clear in their intent, etc.)

Important Information

Be sure to include the following:

- A financial statement for the sponsoring organization.
- A detailed project budget including all projected sources of funding.
- A copy of the organization's 501(c)(3) determination letter.
- Any additional information that would help the decision making process.

Signature of organization Chairperson or CEO: _____

Date: _____

Applications must be postmarked by **Feb. 10, 2017**

S.T.E.P. is a program of the Martha-Ellen Tye Foundation and Community Foundation of Marshall County, an affiliate of the Community Foundation of Greater Des Moines.

Grant Application can be mailed to:

S.T.E.P.
16 East Main Street- Suite 260
Marshalltown, IA 50158