



ST. CLAIR FOUNDATION-PUERTO RICO

EIN# 66-0901408

GRANT FUND PROCESS

Process for Applying for Funds from St. Clair Foundation.

Intent to Submit: Write a two-page narrative which include the organization's profile, projects aligned to the mission of St. Clair Foundation, level of community/individual impact. Please develop the organization's need to create, scale up or expand its music project.

Format submitted in Times Roman Font, double space, up to 15 pages, includes the Logic Model, budget narrative, and use the provided budget format.

Type of project:

- Aligned with our Vision that we impact and transform the health and education of the youth of Puerto Rico through music.
- Direct service project.
- Only one proposal per organization
- Project period- 12 months

Non-allowable activities with the grant:

- fund-raising
- lobbying
- social activities
- travel expenses
- indirect costs
- external evaluation costs
- audit expenses

Cycle: STARTING CYCLE IN 2020 TO BE EFFECTIVE IN 2021 (May be adjusted given extraordinary circumstances as COVID 19).

- August 15: Announcement to start grant process through our website
- August 23: Orientation for grant writing process
- October 1: Deadline to submit Grant Documents
- November 1: Beneficiaries will receive a call and letter. Declines will be contacted with a letter.
- November 8: Letter of Agreement with Beneficiaries will be completed.

St. Clair Foundation, Inc.

EIN# 66-0901408

-November 15: Event/Ceremony to announce beneficiaries effective 2021

Funding Availability:

- Contingent upon available funds to grant.
- Maximum amount of grant: \$60k
- Range of grant- \$5k- \$60k
- 12-month range

WHO IS ELIGIBLE TO APPLY FOR THE GRANT:

NON-PROFIT ORGANIZATIONS:

- Non- Profit organizations incorporated in Puerto Rico under the State Department and located in Puerto Rico, for two years as a minimum.
- Needs to have a Good Standing Document
- Has a financial statement completed, and compiled.
- Serves the population of Puerto Rico aged NB-18 years old
- Is a service-focused organization

INDIVIDUALS:

- Focused only on scholarships of youth aged 6 yrs.- 25 yrs. old

SPECIALIZED SCHOOLS UNDER THE PR DEPT. OF EDUCATION IN MUSIC AND THE ARTS:

- Enhance current programs, help fund new programs

HOW TO SUBMIT GRANT DOCUMENT AND OTHER GUIDELINES:

- Completed documentation will be sent to info@stclairfoundationpr.org
- Guidelines and grant fund process is available at the following website: www.stclairfoundationpr.org
- An invitation to be considered for a grant will go through the same evaluation process as any other that it is received.
- An organization that has been granted funding in one year, can solicit a grant the following year. It will compete with the other proposals.

REVIEW PROCESS ONCE THE PROPOSALS HAVE BEEN RECEIVED:

1. Executive Director of St. Clair Foundation will review and recommend to the Board (Development Committee) potential projects that meet the Foundation's mission.
2. Executive Director will contact the organization and solicit a proposal.
3. An Evaluation Committee for proposal will be appointed of at least three persons. The Executive Director and at least one Board Member will be on the Proposal Evaluation Committee.
4. A Proposal Evaluation Form (Rubric) will be designed each year to ensure equal opportunity and provide objective indicators that identify high performance and impact projects.
5. The Executive Director will submit a report to the BOD recommending projects to be funded and obtain the Board's approval by majority.
6. All Applicants will receive a formal communication of approval or disapproval of proposal.
7. A Grant Document will be sent to approved applicants with the terms and conditions (contract) of the project sponsored by St. Clair Foundation -Puerto Rico.
8. Grants Fund Applications will be received in early Fall of each year (August-September). Approved applicants will be announced in November.

This document detailing the Grant Fund Process was approved by the Board of Directors during the Board Meeting held on August 7, 2019.

Ingrid I. Rivera
Executive Director

Updated on 09-09-2020