

**First Parish in Concord: Social Action Grants Committee
Grant Request Cover Sheet**

A. First Parish Sponsor			
Name		Date of Request	
Street Address		Are you a First Parish Pledging Member?	<input type="checkbox"/> Yes
City, State, Zip			<input type="checkbox"/> No
Email Address		Home Phone	
Describe your relationship to Grantee Organization		Cell Phone	

B. Grantee Organization Information			
Organization Name			
Contact Person		Title	
Street Address		Phone	
City, State, Zip		Organization's Annual Operating Budget	\$
Email Address			
Please describe the organization's mission			

C. Grant Request Overview			
Goals of project for which grant is requested			
Briefly describe the Target Population.			
How many people will be affected?		<input type="checkbox"/> n/a (if not applicable, describe other measurable goals in grant narrative.	
Describe the Geographic Location of Project			
Total Project Budget	\$	Grant Request Amount	\$
Please List Other Funding Sources			\$
To whom should award check should be made payable?			

D. First Parish Involvement	
List First Parish members involved in project	
Describe any other First Parish connections	
Has organization or project received previous support (in all forms) from First Parish?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please describe	

**First Parish in Concord: Social Action Grants Committee
Grant Request**

Cover Page Instructions

Enter the requested information into the answer space. Enter an X beside Yes or No to indicate your answer.

Please be brief. You can expand on cover sheet information in your grant narrative. Keep the cover sheet to one page if possible.

E. Grant Narrative

On a separate paper, please provide the following:

- One page description of project, including project history, project goals, objectives, timeline, and a detailed statement of impact. Specify how the impact will be measured. You may use this narrative to expand on information provided on the cover sheet.
- If applicable, describe impact of any prior funding by First Parish. Please specify source of those First Parish funds.

Grant Report

If you are a past grant recipient, a Grant Report is required no later one year from the date of the Grant Request. Specifications for the report content can be found on the web at www.firstparish.org but should include how the money was used, who was engaged in or assisted with the project, and what the significant outcomes of the project were.

Grant Submissions

Submit Grant Requests to:

wendyholt48@yahoo.com

or

**First Parish Concord
20 Lexington Road
Concord, MA 01742**

attn: SAC Grants Program