Summary of Request Guidelines

Follow these guidelines in submitting your Summary of Request. Your Summary of Request should include all of the following pieces of information:

* **PROPOSAL STATEMENT** – provide, in one or two sentences, a description of your request, including the name of your organization and what you propose to do. *(i.e. Redeemer Church will hire a volunteer Parish Nurse and develop a Health Ministry program that will begin serving the congregation within a year)*
* **GRANT REQUEST** – State the amount of the grant request and how the funds will be used. *(i.e. Grant funds will be used to pay a stipend to a Parish Nurse as she begins developing a Health Ministry program)*
* **INTRODUCTION TO THE SPONSORING CONGREGATION/ORGANIZATION**  – briefly describe the purpose, history, size and any other important facts about your congregation/organization. Answer this question: *What qualifies your congregation or organization to successfully implement this project?*
* **NEEDS ASSESSMENT** – describe the human, societal, or organizational conditions you will address through this project. Answer this question: *Why is this project needed?*
* **PROJECT PLAN** –

1. **Goals** – according to your proposal statement, list one or more goals for the project. *(i.e. congregation members will improve their health.)*
2. For each goal stated, provide the following information:

**Objectives** – list the measurable conditions that will serve as progress markers as you pursue the goal. *(i.e. congregation members will experience fewer hospitalizations in comparison to last year)*

**Activities** – List the major tasks that will need to take place in order to reach your objectives. *(i.e. via newsletters, seminars, and health fairs congregation members will be taught healthier lifestyles)*

**Outcomes** – Describe how you will measure the end date to the project. Answer this question: What effects will be evident when this goal is accomplished. *(i.e. via survey of members, members will express feelings of better health, lower weights and blood pressures, etc.)*

* **HOW THE PROJECT WORKS** – Consider who will be recipient of the services and/or products provided through this project. Briefly describe what you envision your congregation/organization’s interactions will be with this “client.”
* **EVALUATION PLAN** – Provide a brief description of how this project will be evaluated. Answer these questions: *What indicators will help determine the degree to which the goals have been achieved? How will this information be obtained?*
* **SHARING WITH OTHERS**  - In what ways will information about this project be shared with other congregations/organizations?