

SAMPLE GRANT PROPOSAL

Date of Application: December 1, 2012

Name of Organization (exact legal name): Sunridge Support, Inc. (SSI)

Purpose of grant (one sentence): SSI will use SPIPS grant funds to purchase computer work stations, server and software for an educational program for unemployed teens and young adults.

Address of Organization: 100 North Palm Avenue, Oasis Springs, CA 92222

Organization Website (if any): www.sunridgesupport.org

Telephone Number: 760-888-8888

Fax Number: 760-888-8889

Executive Director: Ms. Dolly Goodperson

Contact Person and Title: Mr. Grant Finder, Assistant Director

Email Address: gfinder@sunridgesupport.org

Is the Organization an IRS 501(c) (3) not-for-profit? Yes (If no, organization does not qualify as a recipient for grant funds)

Grant Request: \$2,000.00

Use of Funds (Check one): General Operating Support: X or Project Support: N/A

Total Organizational Budget (for current fiscal year): \$210,000.00

Budget Period (mo/day/year): January 1, 2012 through December 31, 2012

Total Project Budget (if requesting project support): \$25,000.00

Dates Covered by Project Budget (mo/day/year): March 1, 2013 - September 30, 2013

Project Name (if applicable): Computer Education for Underprivileged Teens Initiative

Authorized Signatures:

Executive Director: Ms. Dolly Goodperson _____ **Date:** _____

Board Chairperson: Ms. Rose Vine _____ **Date:** _____

DISCLAIMER: Names and addresses in this grant proposal sample have been changed. Similarities to actual programs, people or organizations are coincidental and not intentional.

Executive Summary

Sunridge Support seeks \$2,000.00 to fund purchase of two computer workstations for education and technological support for 50 teenagers in two marginalized schools in Oasis Springs, CA. Computer classes will be conducted after school hours by volunteers from Sunridge Support's 5 corporate members and 9 individuals in a 'computer café' that will be accessible to students 40 hours weekly. This high-impact program will have a long-term effect on the beneficiaries, as they will be better equipped for employment upon graduation.

Executive Director: Ms. Dolly Goodperson

Board Chairperson: Ms. Rose Vine

Contact: Mr. Grant Finder

Sunridge Support

100 North Palm Ave

Oasis Springs, C 92222

(760) 888-8888 Voice · (760) 888-8889 Fax · Email: gfinder@sunridgesupport.org

A. Organizational Overview

Sunridge Support's mission is to bridge the technological gap between privately-funded schools and public schools in the Oasis Springs USD that lacks the budget for computer education and technology. Located about 15 miles from the county seat of San Andreas County, the two public schools we are focusing on are the Bubbling Springs Middle School and Rita Sebastian High School in Oasis Springs, CA. These schools are in a low-income community that consists of some 20,000 families.

Sunridge Support is a volunteer-support organization, tapping into corporate volunteers in the Greater Grapefruit Valley area. We are funded by the monthly contributions of our corporate sponsors and individual members and additional grant funds. We have a core paid staff of 3 (three).

With over 100 corporate volunteers, Sunridge Support can offer a broad range of technology-related education and services to the students. Their acquired computer education will help improve their chances of employment upon graduation.

B. Description of Programs: Sunridge Support works to bring computer access, education and economic opportunities to high school students of both Bubbling Springs Middle School and Rita Sebastian High School. The program will benefit at least 50 low-income students in the area. The training for the use of the computers and basic software will be managed by the corporate volunteers of Sunridge Support. The training will be offered after school hours to targeted students.

To ensure that the students have access to computer-related technologies, we operate a **computer café room** within the schools. This operates six days a week for 40 hours. It offers Internet and research access; word processing, graphic design, computer tutorials and technical support.

C. Population Groups Served

Sunridge Support serves people of all ages and backgrounds in the Grapefruit Valley area. We serve approximately 300 people a week - 75% of which are teenagers and young adults.

Sunridge Support's mission is to reach out to public schools by way of our corporate volunteers' skills. This has aided hundreds of low-income students since 1990. Our volunteers have contributed their time for reading literacy programs, sports coaching, visual and performance arts programs, career training in retail, hospitality and landscaping.

Despite its computer technology's integral role as a workplace tool, Sunridge Support has not had the resources to provide access to computers or education and training for common software programs:

- **Limited access to computer technology and communication:** Both Bubbling Springs Middle School and Rita Sebastian High School have very limited number of computers available for their students. According to the high school principal of Rita Sebastian High School, the ratio is 80 students per 1 computer. The head administrator from Bubbling Springs Middle School reports that the ratio there is 75 students per computer. Both schools have no server for internet access yet.
- **Low income:** Our community has one of the lowest per-capita income in the state with average household income of \$14,322 (2005 US Census Report)
- **Bleak job market:** The number of unemployed persons in Oasis Springs as of July 2009 was estimated by the US Department of Labor at 2,900 resulting in an unemployment rate of 12.0 percent. Males had a higher unemployment rate of 18.0 percent compared to females at 7.0 percent. The estimate of 2,900 unemployed persons was 7.1 percent higher than the estimate for the same period last year. Fifty percent of the unemployed belonged to age group 15-24 years. One third of the total unemployed (33.0%) were not high school graduates and 19.3 percent were high school graduates. (Source: *California Dept of Labor Statistics 2009*)

D. Project Description

Sunridge Support seeks \$2000.00 to purchase two computer work stations and a server to provide computer education classes for teenagers and young adults. We believe that the earlier a person is introduced to technology the opportunities for economic advancement and employment will likewise increase.

To ensure the success of this program, we are taking an educational approach with these elements:

*Output-oriented: The classes will work on specific projects that will measure the output. The finished product for example, can be a newspaper article, a PowerPoint presentation, or even a web page. By working on these types of projects, students will learn practical applications of the programs taught.

*Dynamic: Since we will be working after school hours and because our program is not officially part of the school curriculum, our classes will be more open to exploring subject matters outside of the curriculum. We will however, have lesson plans and clear objectives for each class.

*Teacher to student ratio: We aim to have one volunteer for every three students. With this ratio, the corporate volunteer can provide individual attention to each student. This will also enable the students to be more comfortable with their time on the computers and their teacher.

*Skills enhancement: We believe that the use of technology enhances critical thinking and other developmental skills such as spatial knowledge and artistic capabilities.

Our web site at <<http://www.sunridgesupport.org>> provides samples of projects that have been completed in other education classes.

E. Project Evaluation

While class content may vary, the program's objectives will be measured by the following:

- 1. Attendance sheets: These will be compiled and submitted on a weekly basis.*
- 2. Employment status of students within three months of completed program instruction. Unemployed to employed. Employed in higher paying position. These will be sent to and reviewed by Sunridge Support's board members, staff and sponsors through e-mail each quarter.*

F. Budgets

Sunridge Support requests \$2000.00 one-tenth of our budget for computer classes for young people. Our total budget for computer classes for teenagers and young adults is \$20,000.00 annually. Eighty percent of all our classes are targeted towards this age group.

We acknowledge our sponsors and members by printing their logos and names on our website, brochures and news articles generated. Please see the attachments for the project budget and the agency budget.

G. List of Board Members and Key Staff Members

Board Members

Ms. Rose Vine, Chair

Mr. Jorge Villragosa

Ms. Faith Enhand

Ms. Harriette Bigaire

Mr. Leon Lupay

Staff Members

Ms. Dotty Goodperson, Executive Director

Mr. Grant Find, Assistant Director

Ms. Gloria Diva, Assistant

Required Attachments:

- Verification of Tax Exempt Status IRS 501 (c) (3) Determination Letter
- Certificate of Incorporation
- Statement of Financial Position (Assets and Liabilities)
- Statement of Revenues and Expenses (Last Completed Fiscal Year)
- Statement of Activities (Sources of Current Funding and Uses)

Additional Attachments if Desired:

- List of Clients Served
- Biographies of Key Personnel or Board Members
- Support Letters or Endorsements
- Commitment Letters
- Diagrams and Schematics