



Mary Durstine McArtor Reynolds Memorial Giving Fund

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www.marysgivingfund.org

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Programs We Support

Apiary Program
The Banquet of Salem
Explore Palm Beach State College
Faith Night
Fieldtrip Transportation, Title 1 Schools
A Growing Garden
Guiding Hands
#Let's Talk
Los Caballeros del Sol
Mary's After-School Aeroponic Garden
Mary's Reading Nook
Mary's Table: Poised for Success
Library Cart Book Support
Period Supply Program
Student Service Leaders Program
Summer Academic Enrichment and
Dinner Program
Westgate Elementary Program
Curriculum, Materials & Supplies

January 1, 2024

Ladies and Gentlemen,

Thank you very much for your interest in submitting a program proposal to obtain an annual grant from Mary's Giving Fund.

Attached you will find the following:

1. Overview, which includes our Vision Statement, Mission Statement, and Program Grant Criteria. When completing your program proposal, please think about these points and share with us details about how your program meets them.
2. Post-Program Evaluation. After a grant and upon completion, you will need to provide this information about your program's outcome. Of course, you may want to consider how your proposed program will be able to answer these questions once completed.
3. Program Proposal Form. Complete this form in order to fully understand your proposed program, who it benefits, and how it does so. Feel free to add attachments or other materials as appropriate.

Please submit your completed program proposal to Outreach Committee at mary@twyckenham.net by our next program review deadline, which is March 1. If you have any questions about the paperwork or the process, please direct them to Marlynn Orlando - marlynnorlando@icloud.com.

Again, thank you for your interest, and we look forward to receiving and reviewing your program proposal.

Sincerely,

Robert E. McArtor
Chair and President

Mary Durstine McArtor Reynolds Memorial Giving Fund



Vision Statement

To Foster Thriving and Productive Futures for Children

Mission Statement

Through micro-giving grants, we develop and support meaningful, renewable programs that directly improve the health, well-being, education and welfare of children, particularly in underserved communities.

Program Grant Criteria

Grant applications must meet all of these criteria. Consider and address these criteria when completing your answers on the Program Proposal Form.

1. Benefit children: Health, well-being, education or welfare of children up to age 19, particularly in underserved communities in the United States.
2. Micro-giving: Modest sums per organization. Typical grant amounts are between \$1000 - \$3000.
3. Direct impact on a group of children: Engage as actively and closely as possible with greater than a few children.
4. Discrete, identifiable, well-defined program:
 - Funds should be used for specific recurring costs necessary to the program (e.g., supplies and materials with which the children engage).
 - Programs should involve interaction with the children, not just handing them goods or money. (e.g., teaching/learning of curricula, exchange of information, academic or social conduct, participation in events, recreational engagement, or creative performances).
 - Funds should not be used for a larger/blended general use bucket, offsetting typical or pre-existing organizational running costs, or one-time non-recurring capital expenditures.
5. Ownable sponsorship and recognition of Mary's Fund:
 - Feature the fund name, the rose logo and the Mary's Giving Fund website address.
 - Include Mary's Giving Fund's name/log on program items (if applicable): For example: include bookplates, stickers on handouts, good luck notes that accompany any gifts, display cards on seating or tables.
 - Include information about Mary's Giving Fund in program communications: For example: Facebook posts, website posts, newsletters, flyers, articles and ads in local press, etc.
6. Renewable: Programs that demonstrate goal success and impact on children may apply for recurring annual funding. Ideally, grant programs will run for multiple years, but one-time grants may be awarded in particularly noteworthy or valuable circumstances.
7. Strong advocate and leader: Designate a key contact who will work with Mary's Giving Fund.
8. Post-Program Evaluation: To be provided within one month after program completion in order to evaluate program success and potential for future funding and to generate information for communication to Mary's Giving Fund supporters (see attached).

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Post-Program Evaluation

Within one month after your program is completed, you will need to provide this information. When writing a grant proposal, it may be useful to consider these questions in advance as you identify and prepare the goals and methods of the program. When completing this form in the future, please feel free to type the answers directly after the given questions and to add and use as much additional space as you require for complete answers.

Goals of Post-Program Evaluation:

- A. Evaluate what went as planned or not, what went well or needs to be improved, and what additions, subtractions or other changes might be appropriate in the future.
- B. Evaluate the potential for future funding.
- C. Generate facts for Mary's Giving Fund's future marketing use.

Evaluation: Note that the answers to some of the below may be redundant depending on the specific program; no need to repeat if already covered:

1. Project specific metrics: Did you/the program deliver what was agreed to in the proposal? How did the program go? What changes occurred? How would you improve it if we continue or advance the program in the future?
2. Financial audit of program: How did you use the funds provided? Please be specific line item by line item versus the original budget.
3. Specific, Measurable Program Results:
 - How many children were served? Please provide the exact number, and if possible, please provide the demographics of program participants (such as age, grade level, those in need of support) and the number of adults involved.
 - Include, for example, the frequency of service, number of materials distributed/used, results such as feedback and satisfaction of program participants, educational/academic measure improvements, etc.
4. Communications to the community: List any communications and provide copies
 - E.g., Facebook posts, website posts, newsletters, articles, flyer, ads
 - Local press coverage
5. Photos/Videos: Please provide photos/videos of the children participating in the program for use on our website and to help explain the program to our supporters. Also, consider asking the program participants to create a video of their experience.
6. Communications with Mary's Fund Leader: Were we helpful in scoping out the program and communicating during the program? What did we do well, what could we improve?
7. Follow-on donations: Did the organization receive any separate donations in Mary's name or as a result of the program, and if so, who and how much (so that we can properly thank them and track for our internal purposes)
8. Are there other existing funding sources and how much: If so, what is/are the other organizations, how much did they contribute, is Mary's Giving Fund a significant contribution or a smaller number behind a major donor(s)?
9. Would you like to continue this project in the future?