



## Project Submission Guidelines

Before submitting your idea, it is important to understand the role GRACE Cares will play in any project. First and foremost, this is your project. Project Directors manage and are directly responsible for the scope and success of their project. Project Directors are expected to raise needed funding through grant writing and fundraising.

GRACE Cares will provide the organization, experience, and network to help you in these efforts. GRACE Cares can provide manpower, publicity, and problem solving as needs arise. Most importantly, GRACE Cares will serve as a conduit to cut through much of the red tape that prevents small scale, low cost ideas from ever getting started.

GRACE Cares accepts new projects on a rolling basis throughout the year. There is no standard template for a GRACE Cares project, but all projects must fit within our model and further our mission. GRACE Cares will take on projects at any stage; whether you have an idea and need help putting it into action, or have already been involved with a community and feel the time is right for your project to grow.

Project ideas may be submitted in any format and should include any information you think we need to know. In addition, please address the following questions, as they will help GRACE Cares determine whether your project is a good fit with our mission.

What is your project?

Is this a new project, or the expansion or continuation of a current project?

What inspired your project?

Who is your Target Community?

Who are your contacts in your Target Community?

What is your project timeline?

What is your projected project cost?

How much have you raised so far?

Has this project been done before?

What is the potential for repeatability or expansion?

Describe the background of the Project Director and any key team members. Please focus on experience that is relevant to your project.

Does your project fit within our model?

How does your project further our mission?

How do envision GRACE Cares helping you?

Please complete the Project Submission Cover Page, which contains information on how to submit your project idea.



## Project Submission Cover Page

Contact Name:

Contact Address:

Contact Phone Number:

Contact Email:

Submission Date:

Project Location:

Target Community:

Target Start Date:

Anticipated Project Director:

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Please provide CVs for your Project Director and any key team members. Send this Cover Page, Project Idea, CVs, and any additional information by email to [programs@gracecares.org](mailto:programs@gracecares.org), or by mail to the address below.