



**ARCHBISHOP IAKOVOS LEADERSHIP 100 FUND**  
**GRANT APPLICATION AND GUIDELINES**

The Archbishop Iakovos Leadership 100 Fund (the “Fund”) was established in 1984, for **the purpose of seeding and nurturing programs under the National Ministries of the Greek Orthodox Archdiocese and those that advance Orthodoxy and Hellenism**. The Fund does not provide support for general operating purposes of the Archdiocese.

Completed applications must be submitted in duplicate to the Executive Director of Leadership 100 no later than **October 15** to be considered for funding the following year. After review by the **Grant Committee**, the **Executive Committee**, at its meeting at the Annual Leadership 100 Conference in February, acts upon the application.

While most grants are made for one year, multiple-year grants are sometimes considered. All grants require submission of a progress report twice a year. Continued funding on a multi-year basis or funding of additional projects is conditioned on favorable review of such reports.

After the **Executive Committee** approves a grant request, it is forwarded to the Archbishop who may disapprove the request, if he considers it to be inconsistent with the priorities of the **National Ministries of the Archdiocese**. If he takes no action, the **Executive Committee’s** approval automatically becomes final on the thirty-first day after its delivery to the Archbishop. The **Executive Committee**, solely responsible for directing distributions of grant monies, may occasionally initiate a grant and distribute grant monies, in accordance with the purposes of Leadership 100, during any time period, subject to grant application and guidelines approval procedures.

**All promotional and other reports and materials distributed by grant recipients to the public with respect to the subject matter of a Leadership 100 grant shall state, in language approved by Leadership 100, that such program is funded in whole or in part by Leadership 100.**

**CRITERIA FOR GRANT APPROVAL**

1. Compliance with application instructions.
2. Perceived ability to carry out the plan.
3. Presentation of realistic outcomes/objectives by which the success of the grant can be measured.
4. Leadership 100 funding capabilities and the relative merit of the proposal *vis a vis* other competing proposals.
5. In the case of local initiatives, determination that the program has national interest and significance, and will result in materials and expertise that will have national application.

**REQUESTS THAT WILL NOT BE CONSIDERED**

1. Endowment or debt reduction programs.
2. Support of an organization’s fund raising efforts.
3. Capital requests for the planning, construction, renovation or purchase of buildings; or for the acquisition of land.
4. Direct assistance to individuals or for-profit organizations.

## **GRANT APPLICATION**

### **Executive Summary**

State briefly the nature of your request and how it falls within the criteria of the Fund. If your request is for a local initiative, you should describe how it is of value in the broader perspective of the Archdiocese and has national significance. Describe the demonstrated need and how you address that need. State the exact nature of your funding requirements and outline the staff and expertise that you bring to, or will need to obtain, for the project.

**Statement of Need**

Elaborate upon why your project is important and necessary. What is the specific need or vision addressed by your request and why is it important to carry it out at this time? How will your project contribute toward fulfilling this vision? What are the immediate and long-range results you expect?

**Project Description**

How do you propose to implement your project? Give specific, measurable outcomes, not goals.

**Staffing/Administration**

List paid staff and volunteers, describing their qualifications and roles in achieving success of the project.

### **Evaluation**

How will the ultimate success of the project be measured and where do you expect to be by the due date of your first report you? The focus here should be on your outcomes stated above and ways to measure whether those outcomes have been achieved.

## **Budget**

Provide a **detailed budget** of your income and expenses, including payments to consultants and compensation for each of your personnel positions. Show total revenues for the program and all sources of those revenues, including the funding which your organization or department will provide. Describe the timing of receipt of the requested funding. . Include materials that explain the key assumptions underlying your budget and that address the following:

- *What makes your plan a cost-effective approach toward fulfilling your vision?*
- *Are other required sources of support assured?*
- *Have requests been submitted to other funding sources? What was the disposition of these requests?*
- *Include a statement describing your total income and expense for the last calendar year.*
- *Explain how the funds requested will be spent and propose a funding schedule during the grant term.*

Include a separate statement of donated services or facilities, together with an estimate of their value, but do not include these within your budget.

**If this is the beginning of a new, long term, program for which the Fund is providing seed monies, it is imperative that you present a realistic plan for long term financial viability at the conclusion of the requested funding period.**

**Organization Name**

**Project Name**

**Project Budget**

January 1 - December 31, XXXX

	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Full Year
<b>Income:</b>					
Leadership 100 Grant					
Other Sources:					
Individual Donors					
Orthodox Parishes / Organizations					
Foundations					
Corporations					
Government					
Other _____					
_____					
<b>Total Income</b>					
<b>Expenses:</b>					
Salaries					
Employee Benefits					
Consulting Fees					
Travel					
Rent					
Utilities					
Telephone / Fax					
Postage / Delivery					
Printing					
Office Supplies					
Furniture and Equipment					
Administrative Overhead					
Other _____					
_____					
<b>Total Expenses</b>					
<b>Net Income (Loss)</b>					



### **Organization Background and Information**

Include your current annual report if you prepare one. Give the background of your organization or department.

- *What is your primary mission?*
- *What are your major programs?*
- *How is your organization staffed?*

**Name of Organization** \_\_\_\_\_

**Name of Project** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Telephone** \_\_\_\_\_

**Fax** \_\_\_\_\_

**E-Mail** \_\_\_\_\_

**Submit applications to:**

Paulette Poulos, Executive Director  
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