



2017 RETIREMENT NEEDS GRANT GUIDELINES

INSTRUCTIONS AND GUIDELINES

Completed applications are due to the SOAR! office by **Friday, February 3, 2017**. Regular Grant Applications will not be accepted after the due date. The Grant Review Committee meets once a year in April. Regular grants will be announced and awarded in late spring.

Congregations must submit an application for a single project. SOAR! will not accept multiple applications from a single congregation. If the project encompasses more than one location, please detail the request in a single application. Applications from congregations with a pending final report from a previous grant reward will not be considered for new grant funding. Please submit all final reports before applying for the new grant cycle. FAQ's (updated September 2016) on the grant application and program is available by visiting the SOAR! website www.soar-usa.org or by contacting Sister Kathleen Lunsmann at (202) 529-7627 or klunsmann@soar-usa.org.

All submissions must be **typed, single sided**. Applications should be **both emailed and sent in hardcopy**.

Scanned Email

- Cover Letter
- Complete Signed Application
- Complete 2016 NRRO Retirement Needs Analysis Sections I-V
(Please note that these are often 2 sided – make sure that the scan captures the entire document, usually 3-4 pages)
- Copies of 2 Bids *(should be no more than 1-2 page summary)*
- Detailed budget of project

Please email scanned documents to Kristen Wise at kwise@soar-usa.org.

Hardcopy

- Cover Letter
- Complete Original Signed Application
- Complete 2016 NRRO Retirement Needs Analysis Section I-V
(Please note that these are often 2 sided – make sure that the scan captures the entire document, usually 3-4 pages)
- Copies of Bids *(should be no more than 1-2 page summary)*
- Detailed budget of project

Please mail entire original package (5 items listed above) to Kristen Wise at:

SOAR!
3025 4th Street, NE Suite 14
Washington, DC 20017

Copies of audits and financial statements do not need to be submitted but should be available upon request.