

**Thomas H. and Mary Williams Shoemaker Fund
INQUIRY FORM**

The Distributing Trustees of the Thomas H. and Mary Williams Shoemaker Fund have developed a two-step process for grant seekers. The first step is to complete this relatively simple inquiry form. Inquiries that exceed the two-page limit (the inquiry form cover page and a second page of the project description) will be returned for revision. Based on this information, the Distributing Trustees will either turn down the project as being outside the current priorities of the Fund -- or will encourage a full proposal from the applicant. The full proposal is a more detailed account of the project and requires supplemental materials to be submitted. (See below).

1) Date of inquiry:

2) Name of Organization:

3) Organization address:

4) Contact name:

5) Position:

6) Phone:

7) Fax:

8) E-mail address:

9) Is this organization a Quaker Monthly, Quarterly or Yearly Meeting?

YES Meeting Name: _____ or Relationship to a Quaker Meeting: _____

NO Relationship to the Religious Society of Friends: _____

10) Name of project:

11) Amount hoped for from the Shoemaker Fund:

Total project budget:

Other sources of funding:

Duration of the project (the Fund occasionally makes multi-year grants to correlate with various components of the project). .

12. Project description (not more than 300 words):

Please provide a brief background of the organization; description of the project for which funding is sought; how the Shoemaker grant (if approved) would be used; collaboration with other Friends groups; and a description of the anticipated impact of the project on the **renewal and strengthening of the Religious Society of Friends**.

+++++

The Shoemaker Fund requires inquiries to be submitted electronically. Please complete this inquiry form as a PDF file and send to the following email address: *aedmunds@shoemakerfund.org*.

Inquiries may be submitted at any time. Inquiries received by October 15th and April 15th will be considered at the November and May meetings of the Distributing Trustees, respectively.

The Distributing Trustees will consider all inquiries and respond soon after their regularly scheduled meetings. Organizations proposing projects that have merit in the view of the Distributing Trustees will be notified and a full proposal will be encouraged.

If, after reviewing your inquiry, the Shoemaker Fund invites you to submit a full proposal, we would like you to consider the following guidelines. Your proposal should tell your story. It would help us if you shared some configuration of the following:

- Goal
- Objectives
- Program Plan
- Budget
- Evaluation Plan

We clearly want to know how you plan to meet your goals! Our past and current evaluations have been based on how your proposal inspires the revitalization of the Religious Society of Friends, especially at the Monthly Meeting level.

Full proposals, including an expanded project description and the supplementary materials listed below, must be submitted electronically as a single PDF file.

Supplementary Materials:

- Itemized budget for how the grant will be used. Identify the amounts & sources of revenue; note which sources are committed and which are pending.
- The organization’s internal financial statement for the most recently completed fiscal year.
- The organization’s most recent audit document, if the organization’s budget is greater than \$100,000.
- Current list of board members, including address, phone, email & Quaker Meeting membership, if any.
- For Friends Meetings: a list of names of the Clerk and other officers or Trustees, with contact information and a copy of the IRS determination of the organization’s tax exemption status

Individual Distributing Trustees do not meet with grant seekers. The Fund’s Administrative Assistant is available to respond to questions and provide guidance in preparing the PDF files. Occasionally, the leadership of an organization approved for a full proposal may be invited to meet with some or all of the Distributing Trustees.