



Presbyterian Church (USA)
100 Witherspoon Street
Louisville, Kentucky 40202
Phone: 1-888-728-7228
Fax: 502/569-8822
www.pcusa.org

Lutheran Immigration
and Refugee Service
700 Light Street
Baltimore, Md. 21230
Phone: 410-230-2700
Fax: 410-230-2890
www.lirs.org



Community Support Network 2011 Grant Application

Guidelines

Please submit a full proposal, including each component of the outlined format, using the guidelines provided. Incomplete or improperly assembled proposals will not be reviewed. If you have any questions regarding the application, please contact Anna Campbell for clarification before submitting.

Send an electronic copy of your full application, including cover sheet and attachments, to acampbell@lirs.org no later than November 30th, 2011; do not send parts of the application separately.

Please direct all questions to:

Anna Campbell
acampbell@lirs.org
410-230-2838
700 Light Street
Baltimore, MD 21231

Proposal Format

I. Cover Sheet

Please use the cover sheet provided.

II. Narrative (3 page maximum)

A. Community

Describe the needs and strengths of your community, with an emphasis on current political climate, local culture and existing immigrant population(s).

B. Services and Partnerships

Describe your program and services available to immigrants upon release from detention. Please note services delivered by your staff and those that will be/are outsourced to an external community partner. If services will be/are referred elsewhere (i.e. medical, mental health, legal, housing, etc.) please include a letter of support from significant partner agencies in the attachments section below.

C. Advocacy and Outreach

Describe your current advocacy and outreach efforts, and note the extent to which you have collaborated with LIRS and/or PCUSA in the past. Please include any goals identified for 2012.

D. Faith-based Community Involvement

Describe how your organization invites faith communities into your work (i.e., congregational forums, volunteering, interfaith outreach efforts, donations, etc.). Please list contact information and support letter(s) from at least one Lutheran or Presbyterian institution with whom you plan to work in the attachments section below.

E. Organizational structure and stability

Describe the organizational structure, culture, reputation and stability. Please note any plans to change this current makeup.

III. Financial Information

A. Revenue and expenses for calendar year 2010 or fiscal year 2011. If possible, list the foundations and the government programs from which you receive funds.

B. Projected revenue and expenses for the upcoming calendar or fiscal year.

C. Balance sheet (assets, liabilities and net worth) at December 31, 2010.

D. Most recent audited financial statements. If your agency has a budget of \$200,000 or more, and does not have audited statements, please discuss how you ensure financial controls.

IV. Attachments

A. Letters of support from significant community partners , including Lutheran and/or Presbyterian institutions.

B. Any brochure(s) or material(s) describing programs and services offered to immigrants within the community.

C. Organizational chart, including key staff that would be working on this project.

D. Board of directors list with professions and contact information.

E. Organization mission and vision statement.

F. Proof of corporate 501(c)3 status.

When are applications due and when do LIRS and PCUSA plan to select participants?

Applications for the one year grant cycle are due no later than November 30th, 2011. Proposals will be reviewed on an ongoing basis and the final grantees will be announced on December 8th, 2011. Funding for services delivered in 2012 will be distributed no later than December 31st, 2011.

If funded, your organization must commit to the following:

- Collect and provide robust data regarding services provided to individual clients enrolled in community support services;
- Share stories about the needs in your community and the people you serve, as requested, for advocacy and fundraising purposes at LIRS and PCUSA.
- Be actively involved in an outreach activities to further the mission of your organization, as well as your partnership with LIRS and PCUSA;
- Negotiate a community-wide plan for a continuum for release that includes services to identify and advocate for individuals eligible for release, receiving individuals as they are released into the community and provide necessary support to ensure successful completion of immigration proceedings;
- Give permission for LIRS and PCUSA to contact your organization's staff or board members during the review process and term of your award.

LIRS and PCUSA Community Support Network Grant Application 2011 Cover Sheet

Agency Information

Agency Name:			
Address:		City:	State:
Executive Director:		Phone:	Email:

Application Information

Amount Requested:		Number of clients likely to be served in 2012:	
Key services for immigrants released from detention:		Available within community?	
Legal	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Housing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Case Management	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Basic Needs (food/clothing)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Public Transportation	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Medical	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Dental	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Mental Health	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Educational Services/Vocational Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Job Skills Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Significant immigrant population	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
List of active Lutheran and/or Presbyterian churches involved in ministry to immigrants:		Support Letter Attached?	
1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
List of ecumenical or interfaith groups engaged in services to immigrants:		Support Letter Attached?	
1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Current and/or former LIRS/PCUSA partners in the community:		Support Letter Attached?	
1)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	