



# SACRED FIRE FOUNDATION

## GRANT POLICY 2017

### TABLE OF CONTENTS

About Sacred Fire Foundation	Page 2
Grant Interest Areas	Page 2
Grant Application Acceptance Criteria	
Award Sizes	Page 3
Selection Criteria	Page 3
Restrictions and Conditions	Page 3
Submission Instructions	Page 4
Grant Application Instructions	
Step One: Questions	Page 5
Step Two: Grant Application	Page 5
Formatting Criteria and Notes	Page 6

## **ABOUT SACRED FIRE FOUNDATION**

Sacred Fire Foundation is a charitable organization, supporting initiatives that preserve and promote Ancient Wisdom traditions—and their perspectives—to insure their continuance for future generations. The purpose of our [grant making program](#), *Protecting the Sacred*, is to ensure the continuity of indigenous and traditional cultures and lifeways everywhere in the world.

## **GRANT INTEREST AREAS**

Providing consistency with the mission of the Sacred Fire Foundation grants will generally be made in the following areas:

1. Restoration and/or preservation of indigenous traditions, culture, sites and knowledge.
2. Projects or programs interested in conserving and supporting indigenous traditional ways of life including:
  - Ritual
  - Ceremony
  - Story
  - Language
  - Art
  - Education
  - Teaching methods
  - Traditional healing and medicinal practices
  - Sacred Sites preservation
  - Traditional agricultural practices
3. Projects, events or publications that document, educate and communicate indigenous wisdom, culture and traditions to the World.

## **GRANT APPLICATION ACCEPTANCE CRITERIA**

Awards will be made to individuals, groups and organizations whose initiatives are complementary to and further the purposes of the Sacred Fire Foundation. All individuals or organizations should ideally have non-profit status or have a fiscal sponsor with a non-profit status. Organizations that are not a 501(c)(3) exempt organization may be considered but will receive an Internal Revenue Service form 1099 from Sacred Fire Foundation.

All requests require a full grant application and possibly will be asked to submit additional information.

In some instances, the foundation will require the grantee to match Sacred Fire Foundation funds with donations from other sources. In-kind donations may qualify in some instances as matched funds.

## **Award Sizes**

Awards are up to \$5,000 US dollars but award size may vary depending on the scope of the project.

## **Selection Criteria**

The Sacred Fire Foundation will consider the following criteria in making award determinations:

1. If the organization and/or project is indigenous-led and has stemmed from the community it will benefit.
2. The extent to which the initiative and the Foundation's interests are compatible
3. The specific issue or situation that the project addresses
4. The primary and secondary benefits that would accrue as a result of this initiative, especially the extent of long term benefits
5. The number of people that will benefit
6. The extent of the community's volunteer involvement and contribution toward furthering the goals or program impact described in the application
7. The extent to which the initiative encourages or enhances cooperation and relationship between and among groups
8. The potential for an award to be used to leverage additional funds from other funding sources for the same purposes, if required
9. For requests that will produce a permanent program or project, evidence that the applicant organization plans to and is capable of financially sustaining the effort beyond the end of the award period

For additional reference, please visit [our web page](#) to learn about our past grantees, type of projects funded and award sizes.

## **Restrictions and Conditions:**

1. Awards will be made with the understanding that the Sacred Fire Foundation assumes no obligation or commitment to provide additional support to the applicant or applicant organization.
2. Awards will not be made that support political campaigns or attempts to influence legislature or any other governmental body.
3. Awards will be made without discrimination as to age, color, race, religion, sex, disability, veteran status, or national origin, and only to eligible recipients that do not unlawfully discriminate on these same criteria.
4. Awards will generally be made on a one-time basis in a 12-month period. The date used to determine the 12-month period will be the date of Sacred Fire Foundation's acceptance letter. Extensions may be requested and approved if circumstances are justified.
5. Availability of matching funds is not a condition of eligibility for proposal submissions. However, the Sacred Fire Foundation may determine that a match

will be required as a condition for certain awards. Normally, required matches are to be satisfied within 12 months of the date on the award letter.

6. Non-allowable expenses:

- ◇ First class travel including; airfare, accommodation, car rentals, meal costs, etc., unless conditions require this for the success of the project
- ◇ International travel costs unless unavoidable for the success of the project
- ◇ Entertainment expenses for purposes other than those directly related to meeting program objectives as defined and agreed on in the proposal
- ◇ Pre-award costs (i.e., project costs generated during the preparation of a proposal for the same project)
- ◇ Endowment campaigns
- ◇ Regular salaries of pre-award permanent staff
- ◇ Discretionary or emergency/disaster requests
- ◇ Scholarships and fellowships
- ◇ Missionary Projects
- ◇ Deficit funding

**SUBMISSION INSTRUCTIONS**

Full Grant Applications and all supporting materials and additional documents are to be sent via email.

**Please send by email to:**

[nmorrison@sacredfirefoundation.org](mailto:nmorrison@sacredfirefoundation.org)

## **GRANT APPLICATION INSTRUCTIONS**

We have one grant cycle per year. Grant applications may be submitted from January 30 until April 3rd, 2017. Applications are reviewed by our Grant Review Committee. Applicants will receive a response from us within 60 – 90 days.

### **Step One: Questions**

Please answer the following questions regarding the initiative on behalf of which you are applying for a grant. If you are able to answer “yes” to these questions, you are welcome to send a full grant application (see below for instructions.)

1. Is your organization or project Indigenous led?
2. Is your initiative clearly a match for Sacred Fire Foundation’s mission?
3. Is your initiative free of political agenda?

### **Step Two: Grant Application**

Please prepare a complete Grant Application following the criteria suggested below and send it via email to: nmorrison@sacredfirefoundation.org.

Please provide the information listed below in the order given.

1. Date of your Letter
2. Full name & address of the organization/group applying
3. The Indigenous group that will benefit from the grant and their location
4. Name of contact person, their email address and phone numbers. This person is who Sacred Fire Foundation will contact for information pertaining to this proposal
5. Organization’s tax status or fiscal sponsor’s information and tax status
6. Name and location of your project or initiative
7. U.S. dollar amount being requested from Sacred Fire Foundation
8. Total budget amount for your project or initiative in U.S. dollars
9. Total organizational budget amount in U.S. dollars
10. Indicate whether you have previously applied for a grant from Sacred Fire Foundation. If “yes” indicate the date you applied, whether your application was accepted and what amount you received from us
11. Any other information regarding the organization or project that could be useful in evaluating your application. (Please include supporting materials such as video, photos and testimonials)

In addition, please provide the following information.

### **Narrative Content**

1. *Project Statement:* share with us the project you are requesting funds for and WHY these funds are needed. Tell us how the community will benefit? What are the specific activities and/or strategies and the timelines for these?

2. *What you want to accomplish:* present a numbered list of your project goals and final outcomes that will be the result of the expenditure of the funds requested. A plan for generating additional funds for continued operations should be included here if applicable.
3. *Reporting:* Please share in your proposal, how you will show Sacred Fire that the project was successful for your community. The purpose of this question is so that at the end of your project we can look back and see what you said will be the positive changes or what has improved.

### **Budget**

Please include a detailed budget of your project specifying how the requested funds would be used. If budgeted items are not self-explanatory please elaborate on how you came up with those amounts.

### **Time Table**

Please include a detailed timetable of your project that also specifies when you plan on submitting your evaluation materials.

### **Formatting Criteria and Notes**

- ◇ Attach a copy of your 501(c)(3) tax determination letter (or its equivalent, if applying from a country other than the United States)
- ◇ If applicable, attach a letter of your fiscal sponsor and a copy of their tax determination status.
- ◇ Attach a list of key staff and current Board of Directors or governing body with their Indigenous or Tribal affiliations.
- ◇ Applications can be submitted in English or in Spanish.

### **Questions**

Please feel free to email with any questions you have regarding the above requirements. We are happy to provide any additional clarification and answer any questions you might have [nmorrison@sacredfirefoundation.org](mailto:nmorrison@sacredfirefoundation.org)