

Sacred Fire Foundation

SMALL GRANT AWARDS POLICY

TABLE OF CONTENTS

Mission Statement	Page 2
Grant Interest Areas	Page 2
Grant Application Acceptance Criteria	
Award Sizes	Page 3
Selection Criteria	Page 3
Restrictions and Conditions	Page 4
Mailing Instructions	Page 4
Small Grant Application Instructions	
Step One	Page 5
Small Grant Application Guidelines	Page 5
Narrative Content Guidelines	Page 5
Budget	Page 6
Time Table	Page 6
Formatting Criteria and Notes	Page 6
Foreign Organization Applications	Page 6
Grant Follow-Up Procedures	Page 7

MISSION STATEMENT

The mission of The Sacred Fire Foundation Inc. (SFF) is to foster global wellness through initiatives that preserve indigenous spiritual and cultural traditions and to support the individuals, groups and communities, indigenous or otherwise, that endeavor to deepen and/or keep these methods and traditions alive.

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
 - Building methods
 - Healing techniques
 - Land management
 - Ceremonial site preservation
3. Projects, events or publications that document, educate and communicate indigenous wisdom, culture and traditions to the World.
4. Community development programs of/for indigenous peoples that promote sustainability and protection of their culture and traditions.

GRANT APPLICATION ACCEPTANCE CRITERIA

Awards will be made to individuals, groups and organizations whose initiatives are complementary to and further the exempt purposes of the Sacred Fire Foundation. All individuals or organizations that are not a 501(c)(3) exempt organization will receive an Internal Revenue Service form 1099 from Sacred Fire Foundation.

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.

Certain organizations that are not publicly supported charities will be required to execute an agreement in the form attached hereto as Exhibit "A."

Award Sizes

For small grant awards (up to \$5,000), a well prepared Letter of Intent to Apply for a Grant, along with an explanatory budget and a time table, may be sufficient for our grant approval process. However, in some cases we may request further information.

Requests for grants above \$5,000, if accepted at the Letter of Intent stage, will require a full grant application as indicated on the Grant Award Policy document.

Selection Criteria

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

1. The extent to which the initiative and the Foundation's interests are compatible
2. The primary and secondary benefits that would accrue as a result of this initiative, especially the extent of long term benefit
3. The number of people that will benefit
4. The innovative and creative aspects of the proposed initiative
5. The extent of volunteer involvement and contribution toward furthering the goals or program impact described in the application
6. The experience and qualifications of the key people who will administer the grant.
7. The composition of the applicant organization's governing board and evidence of the governing board's commitment toward furthering the goals described in the application
8. The extent to which the initiative encourages or enhances cooperation and relationship between and among groups
9. The applicant or applicant organization's fiscal stability, responsibility, history and management qualifications
10. The potential for an award to be used to leverage additional funds from other funding sources for the same purposes, if required
11. 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
12. The applicant's experience in administering grants of the type requested.

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. The availability of matching funds is not a condition of eligibility for proposal submission. However, the Sacred Fire Foundation may determine that a match will be required as a condition of an award. 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 unusual 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 requests
 - ◇ Scholarships and fellowships

MAILING INSTRUCTIONS

Letters of Intent to Apply for a Grant and full Grant Applications are to be mailed by regular post and a copy sent by email in PDF format to the following address:

Please mail original to:

Sofia Arroyo, Executive Director Partners & Grants
Sacred Fire Foundation, Inc.
71 North Main Street
PO Box 270
Liberty, NY, 12754-0270

Please send by email to:

sarroyo@sacredfirefoundation.org

SMALL GRANT APPLICATION INSTRUCTIONS

Applications for small grants (up to \$5,000) may be submitted at any time and will be reviewed regularly by our Grant Review Committee. Generally applicants will receive a response from us within 60 – 90 days. It is recommended that your application be thorough and yet succinct in order to avoid the delay of having to request further information for our review.

Step One

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

1. Is your initiative clearly a match for Sacred Fire Foundation’s mission?
2. Is your initiative free of political agenda?

Small Grant Application Guidelines

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. Name of contact person, their email address and phone numbers
4. Organization’s tax status
5. Name and location of your project or initiative
6. U.S. dollar amount being requested from Sacred Fire Foundation
7. Total budget amount for your project or initiative in U.S. dollars
8. Total organizational budget amount in U.S. dollars
9. 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.
10. Describe the initiative you are applying for help with. Indicate who it will benefit and what you expect the outcomes will be.
11. Describe your organization. Indicate the competencies needed and how these will be met.
12. Indicate the location and scope of the proposed initiative.
13. Experience and qualifications of the recipient organization and its managers in administering grants of the type you are requesting.
14. Any other information regarding the organization or project that could be useful in evaluating your application.

Narrative Content Guidelines

1. *Project Statement:* precisely define the project you are requesting funds for and its importance to the immediate and/or greater community. Describe who the benefactors are and what needs are being addressed. What are the specific activities and/or strategies and the timelines for these? This should be a lucid analysis, leaving no doubt that a comprehensive and effective project is planned. Include as an appendix any relevant documentation that would assist the project evaluation.

2. *Project Goals and Objectives:* present a numbered listing of your project goals and final outcomes that will be the result of the expenditure of the funds requested. (Please do not describe activities that will take place during the life of the award.) Specific, measurable results are preferred. A plan for generating additional funds for continued operations should be included here if applicable.

3. *Evaluation:* Present a brief plan for producing evidence (quantified if possible) that will permit the Sacred Fire Foundation to evaluate the success of its financial assistance. The evidence produced should be suitable for inclusion in the recipient's final report to the Sacred Fire Foundation.

Budget

Please include a detailed budget of your project. If budgeted items are not self explanatory please elaborate on how you came up with those amounts. If the request involves equipment or services, please include copies of bids, vendor estimates and other relevant information. Also include income sources and expenses, if applicable.

Time Table

Please include a detailed time table of your project.

Formatting Criteria and Notes

- ◇ Attach a copy of your 501(c)(3) tax determination letter if applicable
- ◇ Applications must be in the English language.

FOREIGN ORGANIZATION APPLICATIONS

The Sacred Fire Foundation will make pre-grant inquiries and be thorough in our research on the legal, financial and tax status of organizations and the individuals involved that are applying for grants outside of the United States. Historical evidence of the organization's ability to accomplish its initiatives and site visits may be required.

We will make extra effort to ensure that the grant monies Sacred Fire Foundation allocates to foreign organizations are used for the purposes outlined in our grant acceptance letter and that these are consistent with our exempt purposes. We may require narrative and financial, tax and legal status reports and visits from our own personnel or other impartial experts as appropriate. We will take steps to ensure that there are no political activities involved.

All foreign organizations will be required to execute an agreement substantially equivalent to the agreement attached hereto as Exhibit "A." The agreement must be accompanied by an affidavit or opinion of counsel of the Foundation or the recipient organization stating that, under the applicable foreign law or custom, the agreement imposes restrictions on the use of the grant substantially equivalent to the restrictions imposed on domestic private foundations.

GRANT FOLLOW-UP PROCEDURES

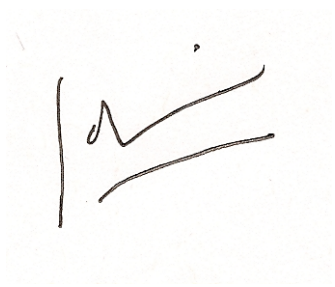
Once approved, our acceptance letter will specify the responsibilities of the Sacred Fire Foundation and those of the grantee. It will spell out the obligation of the grantee to use the grant funds only for the purposes for which the grant was made and require the provision of written reports concerning the use of grant funds. The letter will acknowledge the Foundation's authority to withhold and/or recover grant funds in case such funds are, or appear to be, misused.

Interim reports will be asked for on initiatives longer than 60 days in duration. The final written report will generally be required within 30 days of the completion of the initiative. These reports must provide an accounting of how grant funds were used, including copies of receipts, and provide a detailed summary of the progress or results of the initiative. Photographs or other evidence may be asked for.

The Foundation staff person accountable for the initiative will be in regular telephone and/or e-mail conversation with the grantee to be updated on the status of the project and to answer any questions the grantee has. In-person meetings may also be required from time to time.

Funds will be allocated according to the agreement set up, which will be conditional on the project's progress and required reporting. No installments will be paid without satisfactory reporting on the completion of the work of the prior installment, except in exceptional circumstances.

Sacred Fire Foundation Officers will oversee the management of grant applications and disbursements and will be accountable to the Board of Trustees for this.

A handwritten signature in black ink, appearing to read 'S. Arroyo', is written over a light blue horizontal line. The signature is stylized and cursive.

Sofia Arroyo, Executive Director Partners & Grants