Senior and Community Center Grants
Application Guide

Applying Online

To apply for a Senior Fund grant, you must have an account in our grant application and management system called Grant Lifecycle Manager.

Create an Online Account for Your Organization

The *first time* your organization applies to one of our open funding opportunities, you will need to create an account with our secure online grants application management portal (also called Grant Lifecycle Manager or GLM).

If someone else from your organization has created an organizational account on our grant application site but you have not created your own individual user account yet, either someone with access to your Senior Fund account can add you or you can contact us.

Completing a Grant Application

You can view and complete Senior Fund grant applications through our online grants application portal (Grant Lifecyle Manager – GLM).

1. Go to the URL for our grants portal: https://www.grantinterface.com/Home/Logon?urlkey=stlseniorfund
2. Log in to our grants using the username you set up when creating your user account.
   - If someone else in your organization created your Senior Fund grants account, please email us at our team email. We can provide credentials if an organization account already exists.
3. Click "Apply" on the top of the webpage. This will take you to a list of current open funding opportunities.
4. You can preview and download a list of questions for each open application by clicking on the "Preview" button, then selecting "Question List" on the top right side of the webpage.
5. When you are ready to apply, select the "Apply" button for the corresponding funding opportunity.
6. Complete the questions. Anything marked with an asterisk (*) is required.
7. You may save and return to the application as much as needed.
8. Submit Application when it is ready before the deadline.

If you have any issues with the system, or your application, contact us at info@stlseniorfund.org or 314.535.6964, Ext 24.

Collaborate Feature

Our online grant portal has a feature called *Collaborate.* You will notice a blue button in the top right corner of your Application forms that says Collaborate. This will allow you to invite colleagues within your organization to work on a form rather than having to share login and password information.

Tips for Application Questions

You can preview the grant application on our website and when you log-in to our grants system. Below are some helpful tips for some of the questions in the application.

Grant Eligibility

This question outlines the primary eligibility requirements for this grant. If you have any questions about eligibility or are unsure if the requirements apply to your organization, please contact us at info@stlseniorfund.org or 314.535.6964, ext 24. You can view additional details about the intent of the funding opportunity and requirements in the grant RFP available on our website.

Services for Older Adults

These grants are intended to support organizations that provide a core set of services focused on older adults. This question gives reviewers a sense of how you serve older adults in the City of St. Louis if they are not familiar with your organization. Please use this section to describe how your organization serves older adults with current, existing services.

Timeline

This grant opportunity must be spent within one year of its award (i.e., by March 2026). Use this question to let reviewers know when you intend to expend the grant if awarded.

> *Example: We have secured 50% of the funding we need to complete the repairs on our building and have selected the contractor we would like to work with based on bids and their experience. This grant will provide the remaining 50% of funding we need, and we anticipate starting repair work in June 2025.*

> *Example: We have identified the equipment we need; quotes are included with this application. We are ready to purchase the equipment immediately once the grant is awarded and anticipate delivery approximately two months from purchase date (ETA July 2025).*

Line-Item Budget

In the table you will enter the total cost for your capital or technology improvement(s)—left column—and then how much you are requesting from Senior Fund—right column. These amounts may be the same if you are asking for full support from Senior Fund. If you are using additional funding sources, the amount for Request from Senior Fund should be lower.

Only one line item might be applicable (for example, your project only involves contractors to carry out repairs for your building). If that is the case, then enter "0" for the not applicable table cell(s).

We do not anticipate that grant requests will have expenses that will fall outside of Contract Services, Supplies & Equipment, or Vehicle Purchase.

> Contract Services: Non-employees that are contracted to do work related to your project (for example, building repair, technology improvements).

> Supplies & Equipment: Equipment is nonexpendable, tangible property that has a life of more than one year (for example, computer and printers, freezer, oven hood). Typically thought of as items that are more costly and durable. Supplies could include items needed to begin using your new equipment purchased that are expendable (for example, printer ink, filters); this grant is not intended to cover ongoing supply costs.

> Vehicle Purchase: Purchase of new or replacement vehicles. Vehicle must be primarily used for transporting St. Louis City older residents or for delivery of services for residents. Organization must have a current contract with St. Louis Area Agency on Aging that includes units for transportation services or home delivered meals.

If you think your request does not fit into one of these three categories, please contact our team at info@stlseniorfund.org or 314.535.6964, ext 24 before completing your application.

Example:

	Total Cost	Request from Senior Fund
Contract Services	40,856	25,000
Supplies & Equipment	0	0
Vehicle Purchase	0	0
	40,856	25,000

Example:

	Total Cost	Request from Senior Fund
Contract Services	6,526	0
Supplies & Equipment	15,000	10,000
Vehicle Purchase	0	0
	21,526	10,000

Amount Requested from Senior Fund

Please enter the total amount you are requesting from Senior Fund here. This should be the same number as what is listed as the total amount in the right-hand column in your line-item budget. Due to how we use our grants system to run reports on requests, we need you to enter the number here in addition to the Line-Item Budget.

Other Funding Sources

For requests that are not requesting 100% of the total costs from Senior Fund, describe the other sources of funding you are using to support the capital or technology improvements you are seeking Senior Fund support for. Please be as specific as possible, including names and amounts of confirmed funding sources.

> *Example: We are using two other funding sources to complete this project. The first are funds from our fall fundraising event in the amount of $5,000. The second is a matching grant from XYZ Foundation that matches 1:1 any additional grant funding we raise up to $5,000.*

Quotes/Estimates Uploads

Files uploaded should ideally be saved as a PDF file format. If you have more files than allowed in the application to upload, or have any other issues with uploading files, contact Senior Fund for assistance at info@stlseniorfund.org or 314.535.6964, Ext 24.

Organization Budget Upload

Upload an internally prepared organization budget, showing both planned revenue and expenses, for your current fiscal year.

Statement of Activities Upload

If you do not have a grant from Senior Fund that is active as of July 1, 2024 and you do not have an external audit, you must upload a Statement of Activities (Income Statement) for your previous fiscal year. View a description of statement of activities here: https://thecharitycfo.com/statement-of-activities-nonprofit-income-statement/.

Statement of Financial Position Upload

If you do not have a grant from Senior Fund that is active as of July 1, 2024 and you do not have an external audit, you must upload a Statement of Financial Position (Balance Sheet) for your previous fiscal year. View a description of statement of financial position here: https://thecharitycfo.com/statement-of-financial-position-nonprofit-balance-sheet/.

Note: Even if not required in the application. Senior Fund staff may ask for additional financial statements or other information as part of the grant review process.

Board of Directors

Upload a list of your current board of directors. Any existing list of your current board of directors is okay to use. We are primarily seeking their names, title on board (if applicable), and any professional affiliation.

IRS Letter of Determination Indicating Tax-Exempt Status

In this document the IRS indicates under which section of the Internal Revenue Code your organization is qualified. The determination letter is the only official document and proof that your organization is recognized as a tax-exempt organization. A state-issued tax-exempt letter or registration is not the same thing. If you do not have a copy of your letter of determination, see instructions here for obtaining one: https://www.irs.gov/charities-non-profits/eo-operational-requirements-obtaining-copies-of-exemption-determination-letter-from-irs.

Executive Officer Acknowledgements

For this section, the Executive Officer (or another person in your organization who has authority to sign contracts) must sign off before submission of the application. If the Executive Officer is not the person completing this application, please use the collaborate feature to give them access.

- Scroll to the top of the application.
- Click "Collaborate" button on top right corner.
- Invite your Executive Officer to edit.
- They will need to login or register as a user before accessing the application in the Collaboration Requests section of the Applicant Dashboard.

We will check if executive officers are added as a collaborator if they are not the primary person who completed the application.

Reservation of Rights

The Senior Fund reserves the right to reject proposals submitted, to request additional information or clarification from any or all applicants, and/or negotiate changes with applicants at any time before, during, or after the award process. Grant awards are made at the sole

discretion of the Senior Fund. No entitlement to funding for any organization at any level is expressed or implied.

Each applicant, in seeking, receiving, or possessing a request for applications and/or in submitting an application in response does release, indemnify, and hold the Senior Fund and its various employees, representatives, and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the Senior Fund as a result of issuing requests for applications, making any revisions thereto, conducting a selection process and subsequent negotiations, and making a final recommendation and/or entering into a grant agreement. The Senior Fund will not be responsible for any expenses incurred in the preparation or presentation of any proposal.

Questions

Please contact us with questions about this request for proposals or any other information regarding the St. Louis City Senior Fund.

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<u>Primary Contact</u>

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Program Manager

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314.535.6964, Ext 24

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