

2025

Open Stewardship Program Application



Open Stewardship Foundation
www.openstewardship.com

GRANT GUIDELINE

ELIGIBILITY

Before applying for our grant program, it's essential to understand the eligibility criteria for applicants. We are committed to supporting organizations that align with our mission and values, and to that end, we have outlined the categories of eligible and non-eligible applicants below:

Eligible Applicants:

- **Civic Non-Profit Organizations:** We welcome applications from civic non-profit organizations that provide a range of critical services, including direct healthcare, youth activities, elderly care, care for individuals with disabilities, special needs programs for women, assisted living, job growth initiatives, and educational programs.
- **Christian Non-Profit Organizations:** Christian non-profit organizations are eligible if they offer support to underprivileged communities by providing food, shelter, career training, and spiritual guidance. This may also include agricultural, educational, and health assistance programs.
- **501(c)(3) Tax-Exempt Status:** All applicants must hold a 501(c)(3) tax-exempt status to be considered for our grant program.

Non-Eligible Applicants:

- **Political Action Committees:** We do not consider applications from political action committees.
- **For-Profit Organizations or Businesses:** For-profit organizations and businesses are not eligible for our grant program.
- **Loans or Program-Related Investments:** We do not provide funding for loans, gap/bridge funding, speculative activities, or investments in businesses.
- **Fundraising Events or Related Activities:** Grant requests solely for fundraising events or related activities are not eligible.
- **Individual Churches, Seminaries, Individuals, or Group Missionaries:** We do not grant funds to individual churches, seminaries, individuals, or groups of missionaries.
- **Public Media Organizations:** Applications from public media organizations such as newspapers, radio stations, or TV networks are not within the scope of our grant program.

We encourage eligible organizations to carefully review these guidelines before applying to ensure alignment with our grant program's objectives and priorities. Thank you for your commitment to making a positive impact in our community.

DOCUMENTATION REQUIREMENTS

New Applicants

New applicants refer to all individuals and organizations, except for those who received funding through the Open Stewardship Program in the previous year (2024). For all new applicants, it is imperative to furnish the requisite documentation as outlined below:

1. Application Cover Sheet: Please include a completed Application Cover Sheet.
2. Comprehensive Organization Overview: Submit a comprehensive and detailed description of your organization, adhering to the Application Narrative guidelines detailed on page 6.
3. Submission of official 501(c)(3) tax identification documents is mandatory.
4. Two Years of Signed Tax Returns: Provide copies of the last two years of signed tax returns.
5. Three Months of Most Recent Bank Statements: Include the last three months' worth of your organization's most recent bank statements.
6. Detailed Program, Project, and Activity Description: Include a comprehensive and detailed description of the proposed program, project, and activity, accompanied by a thoroughly outlined Projected Budget.

2024 Open Stewardship Program Recipients ONLY

Applicants who were beneficiaries of the Open Stewardship Program in the preceding year (2024) are required to furnish the following documents:

1. Application Cover Sheet: Please provide a completed Application Cover Sheet.
2. Comprehensive Organization Overview: Submit a comprehensive and detailed description of your organization, adhering to the Application Narrative guidelines detailed on page 6.
3. 501(c)(3) Tax Identification Documents: Submission of official 501(c)(3) tax identification documents are a prerequisite.
4. Most Recent Signed Tax Returns: Include the most recent signed tax returns.
5. Three Months of Most Recent Bank Statements: Provide the last three months' worth of your organization's most recent bank statements.
6. Comprehensive Program, Project, and Activity Description: Submit a comprehensive and detailed description of the proposed program, project, and activity, along with a detailed Projected Budget.
7. Results and Performance of Previous Year's Program/Project: Include a comprehensive and detailed description of the results and performance achieved by your organization in the previous year's proposed program or project.
Detailed List of Expenses from Previous Year's Funding: Furnish a detailed list of expenses associated with the funding received in the previous year.
8. Contribution Statement: Acknowledgement letter confirming the receipt of a grant by the Foundation in 2024.

Essential Steps for a Successful Application Submission

To successfully submit your application, please ensure the following:

- Complete and include the Application Cover Sheet.
- Review the checklist provided to verify the completeness and accuracy of your application.
- All applications must be received by the specified due date to be considered.
- Each applicant is limited to submitting one application per agency within the calendar year.

- Please note that the selection committee may request applicants to make a presentation about their program. The presentation date will be scheduled following the initial review of applications.

DESCRIPTION OF YOUR ORGANIZATION & PROGRAM

As per the Stewardship Program application requirements, kindly furnish a program narrative as described in the following sections: A. Overview and B. Proposed Program. Each section should contain the specified information detailed here, along with suggested response lengths. Please ensure that the application narrative does not surpass a total of five (5) pages.

A. APPLICANT OVERVIEW (1-2 pages)

- **Mission Statement:** Provide a concise description of your organization's mission.
- **Experience and Achievements:** Highlight your organization's past experience and notable accomplishments.
- **Staff and Volunteer Composition:** Describe the composition of your agency's staff and volunteers.
- **Qualifications of Involved Personnel:** Explain the qualifications of the staff and volunteers who will be engaged in the proposed activity(ies).

B. PROPOSED PROGRAM/PROJECT/ACTIVITY DESCRIPTION (1-2 pages)

- **Program/Project/Activity Description:** Detail the program, project, or activity for which you are seeking funding. Include a projected time frame for implementation.
- **Objectives:** Outline the specific objectives that your organization aims to achieve through this award. If applicable, clarify how these objectives can be measured.
- **Implementation Strategy:** Explain how your organization plans to successfully execute the proposed program, project, or activity. Highlight any anticipated changes from the current approach and what aspects will remain unchanged.
- **[IMPORTANT] For 2024 Open Stewardship Program Recipients:** If you received a grant in the prior year, provide a comprehensive description of how those funds were utilized. This must be presented in detail to qualify for continued funding.

Please use these guidelines to ensure a clear and informative narrative for your Open Stewardship Program application.

REVIEW CRITERIA AND PROCESS

Allocation of funds

Funds will be guided by the following criteria:

- **Eligibility:** Applicants must meet the specified funding eligibility criteria.
- **Applicant's Qualifications:** Consideration of the applicant's history, experience, and capacity to effectively execute the proposed activities.
- **Community Impact:** Assessment of the demonstrated impact and benefit of the program/project on the community and its members.
- **Feasibility:** Evaluation of the practicality and feasibility of program/project implementation.
- **Financial Capacity:** Examination of the applicant's financial capability.
- **Sustainability:** Appraisal of the program/project's long-term sustainability.
- **Transparency:** Consideration of the transparency of the program/project.
- **Measurable Purpose:** The funding purpose should be quantifiable and measurable.

Application Process:

- **Initial Eligibility Review:** Applications will undergo an initial review to determine if they align with the program's eligibility criteria.
- **Presentation and Visitation:** Following the initial review, applicants may be invited to present their proposals, and representatives from the Open Stewardship Foundation may conduct site visits to the organization.
- **Final Selection:** The final recipients and grant amounts will be determined based on the review of submitted documents, applicant presentations, and site visitation findings.

Notes to Grant Recipients:

The Open Stewardship Foundation has the right to grant an amount that may differ from what applicants initially request. The Foundation will allocate the funds in a way that aligns best with the specific nature of the project or program. To ensure hassle-free grant transfer, we strongly suggest that grant recipients set up an account with Open Bank. Please keep in mind that attending the Award Ceremony is a must if you want to receive your funds. We hold this event to recognize and celebrate the great work our grantees do. It is important to note that recipients might undergo post-program evaluations and fiscal audits. These checks are in place to ensure that the funds are used according to the program's objectives, maintaining transparency and accountability throughout our grant allocation process.

The Foundation retains the discretion to make exceptions for projects that may not meet all of the aforementioned criteria or conditions but demonstrate a compelling need for special consideration due to their unique nature.

Key Dates to Remember:

- Public Announcement: October 14, 2025
- Application Deadline: November 26, 2025

- Final Selection (Tentative): February 28, 2026
- Fund Distribution (Tentative): March 12, 2026

ADDITIONAL INFORMATION & APPLICATION CHECKLIST

GENERAL GUIDELINES

You can obtain the Program Application from the official Open Stewardship Foundation website at www.openstewardship.com. We highly recommend completing the application in PDF format for a smoother submission process. Kindly ensure the requested information is provided in a comprehensive and clear manner.

Please submit **one (1) original completed application** to the Open Stewardship Foundation following the instructions outlined in the Application Guidelines.

Applications must be EMAILED or UPLOADED no later than November 26, 2025. We kindly ask for your understanding that we cannot accept late submissions and mail submissions, as exceptions cannot be made in this regard. Please note that once your application is received by the Open Stewardship Foundation, it will be retained by us and will not be returned to you under any circumstances. Therefore, we recommend keeping a copy of your application for your own records. Your cooperation in this matter is greatly appreciated.

Applications should be sent to :

Website: www.openstewardship.com

Email: info@openstewardship.com

(Please ensure that the total file size is less than 10MB for email submissions)

We do not accept submissions by mail or in-person.

APPLICATION CHECKLIST

Please review and provide one (1) original copy of the following documents:

- _____ 1. Application Cover Sheet.
- _____ 2. Application Narrative.
- _____ 3. 501(c)(3) Tax Identification Documents or tax-exempt status documents.
- _____ 4. The last 2 years of SIGNED tax returns for the applicant. (1 year for returning applicants)
- _____ 5. The applicant's 3 months' bank statements.
- _____ 6. Description of the proposed program, project, and activity (including a Projected Budget).
- _____ 7. Detailed list of expenses related to previous years' funding (for Returning Applicants).
- _____ 8. Contribution Statement: Acknowledgement letter confirming the receipt of a grant by the Foundation in 2024 (for Returning Applicants).

**** Additional requirements can be found under the "Documentation Requirement" section.**



STEWARDSHIP PROGRAM APPLICATION COVER SHEET

Name of Organization			
Address (Street Address, City, State, Zip)			
Website Address			
Phone Number		Email Address	

Executive Director (Organization Head)			
Contact Person (Name and Title)			
Phone Number		Email Address	

Have you applied for the Open Stewardship Program Last year?	☐ No	☐ Yes	
If applied last year, did you receive funding from the foundation?	☐ No	☐ Yes, amount: _____	
Amount Requested		Annual Operating Budget	

Please ensure to clearly outline the intended purpose of the grant within the application narrative section, as per the provided guidelines.

About Your Service	
Beneficiaries (Select all that apply)	☐ Elderly ☐ Developmentally Disabled ☐ At-risk Youth/Children ☐ Homeless ☐ Domestic Violence Victims ☐ LMI family or individual ☐ Other(specify): _____
Purpose (Select all that apply)	☐ Non-profit, tribal, or governmental entities focused on addressing the housing needs of low- to moderate-income individuals or promoting economic revitalization and development. ☐ Organizations involved in the construction, refurbishment, or advancement of affordable housing initiatives. ☐ Entities dedicated to providing community services to low- or moderate-income populations, or those committed to revitalizing and sustaining such communities. ☐ Groups or organizations specializing in supporting the credit requirements of small businesses or farms. ☐ Groups or organizations dedicated to assisting the credit requirements of individuals falling within the low- or moderate-income bracket. ☐ Additional (Please specify): _____

I, the undersigned, hereby provide formal authorization to the Open Stewardship Foundation, permitting the use of all photographs and videos submitted by our organization, along with any visual content acquired during the award ceremony. This authorization extends to purposes such as press releases, non-commercial newspaper publication, and the posting of such content on the Open Stewardship Foundation's official website.

Signature: _____
Executive Director / Leader of Organization

Date: _____