

## **ORGANIZATION FACT SHEET**

**Sigma Public Education and Research Foundation  
An  
Affiliate of Sigma Gamma Rho Sorority Inc.**

**313 Casa Del Norte Drive  
North Las Vegas, NV 89031-2893**

**Phone: (702) 392-8588  
Fax: (702) 649-6065  
Website: [www.spearfoundation.org](http://www.spearfoundation.org)  
Email: [info@spearfoundation.org](mailto:info@spearfoundation.org)**

Welcome to the Sigma Public Education and Research (SPEAR) Foundation. This document is intended to provide an introduction and basic orientation to SPEAR. We hope it will answer many questions about what it means to be a project of SPEAR. As a project of SPEAR, your activities become SPEAR's legal responsibility, and what one project does affect all of SPEAR. In the interest of building a compatible, productive working relationship from the start, we offer the following responses to questions commonly asked by new and prospective projects and project leaders.

## **What is the Sigma Public Education and Research (SPEAR) Foundation? An Affiliate of Sigma Gamma Rho Sorority, Inc.**

### **MISSION**

To promote social, civic, cultural, economic, and educational progress for vulnerable or at-risk families and communities. The mission is fulfilled through community services, public education, advocacy, and social science research.

### **HISTORY**

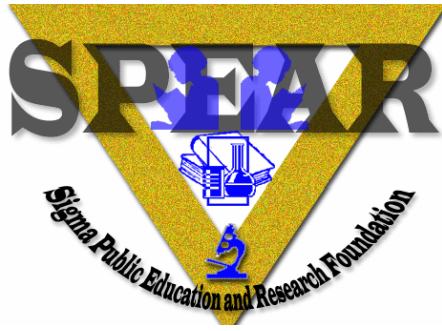
SPEAR was founded in 1993 as a component of Sigma Gamma Rho Sorority, Incorporated. In 1995, SPEAR received its 501(c)3 status and became an autonomous body, with Sigma Gamma Rho Sorority Inc. affiliation, with an office registered in Nevada .

### **GOALS**

SPEAR's goals emphasize the development of public education and advocacy programs that will reduce poverty, and improve the quality of life for minorities, women, and children. The foundation focuses on social science research and the direct correlation between the escalation of poverty, illiteracy, moral/value and family disintegration.

Sigma Public Education and Research (SPEAR) Foundation, an affiliate of Sigma Gamma Rho Sorority, Inc., was established in January 1993, during the administration of Past Grand Basileus Corine J. Green. This 501(c)3 organization seeks funding sources, and provides technical assistance on program management and development. SPEAR was created to increase access of resources to local Community Based Organizations (CBO) for programming of community service activities. This manual will serve as a resource guide for CBO's to take advantage of the services SPEAR provides by informing them of the processes involved in acquiring additional funding sources and organizational linkages necessary for the transition of a successful project into an extended program. The information provided encourages CBO's to expand current projects and facilitate additional programming that increased financial support encourages.

SPEAR looks forward to fulfilling its mission to provide civic, economic, and educational progress of vulnerable families, and communities. SPEAR strives to facilitate charitable marketplace access, community innovation and improvement, and nonprofit sector experimentation. We extend full legal, corporate and financial sponsorship to the projects we support.



## Project Sponsorship Application

**Please submit this form with your proposal.**

Project/Chapter Name		
Primary Contact Name		
Address (Please include City, State, and Zip Code)		
Phone Number	Alternate Phone Number	Fax Number
E-mail		Website
How did you learn about SPEAR?		

Interested in a current SPEAR Program:     LADES     Wee Savers

Submitting a new program, include program name here (\_\_\_\_\_)

Please use the attached guidelines to propose a project/program for sponsorship by the SPEAR Foundation. Proposals should be typewritten, and must not exceed 2-pages (not including attachments, and budgets). Proposals not following the attached guidelines will not be reviewed thus the request will be denied. Submit your typewritten unbound proposal, attachments and the *\$100 non-refundable Application fee* to:

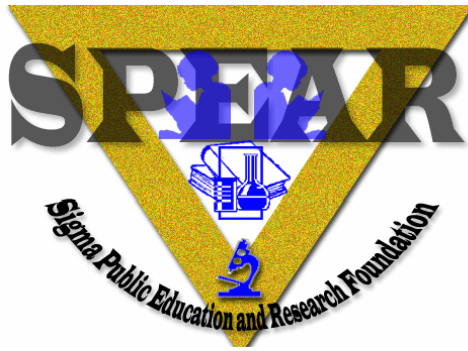
Attn: New Projects- SPEAR Foundation  
 313 Casa Del Norte Drive  
 North Las Vegas, NV 89031-2893  
 Telephone: (702) 392-8588  
 Fax: (702) 649-6065  
 Email: [newprojects@spearfoundation.org](mailto:newprojects@spearfoundation.org)

SPEAR will respond within 14 days of receipt of a complete New Project Sponsorship Application and the required application fee.

Response will include: A Project Leader Memorandum of Understanding and the SPEAR New Project Orientation Manual or a Denial Letter. If you are denied sponsorship, feel free to contact us for feedback.

SPEAR provides technical assistance, funding research, acts as a fiscal agent performing all fiduciary responsibilities, grant management and administration for its network of sister projects. This simply means that when SPEAR sponsors a project to apply for funding, SPEAR becomes the applicant agency on behalf of the project. The project itself will prepare the initial documents and submit the documents and the name of a designated contact that is knowledgeable about the project to Spear for review. Upon receipt of the proposal package, the proposal will be edited, provided the required attachments and submitted to the project for remittance to the funding source.

Please note: Funding approval is contingent upon acceptance of a funding agency. SPEAR has NO control over the agency's decision making process, but will make certain that all proposals submitted are prepared for optimal consideration by a funding agency. All proposals will be accompanied by a letter of support, explaining the relationship between SPEAR and the project.



## New Project Sponsorship Application Guidelines

Please use the following format to propose a project for sponsorship by the SPEAR foundation, and don't exceed the 2-page maximum narrative requirement.

1. Describe your project. Please include the following:
  - the *mission* for the proposed project
  - specific *measurable objectives* for your project that you hope to achieve for your community at large
  - the *strategies or methods* you will use to reach your objectives
  - a *proposed timeline* with a progression of dates detailing how you will begin your project
2. Describe the community that your project will serve. Please include the following:
  - In what geographic and demographic *community* will you implement your project?
  - Describe the *needs* of the *target population* that you serve?
  - What other organizations address the same or similar needs?
3. If successful, what benefits will your project have in the community within 1 year?
4. Briefly describe the work you have done to research, design, pilot test or demonstrate the project.
5. Describe *key relationships* you currently have with helpful allies in your community and elsewhere. Please include the following:
  - How will these relationships help you achieve your project's goals?
  - Describe ways you interact with these people, groups and the organizations which they are affiliated.
  - What other organizations or groups do you need to know/work with in order to make your project a success?
6. Briefly describe your leadership: How does your work-related, volunteer or other experience help prepare you to develop and implement the proposed project?
7. Outline your specific expectations regarding the benefit(s) a relationship with the SPEAR Foundation will provide your project.

**ATTACHMENTS- Please include the following attachments with your proposal**

1. List the names, addresses, phone numbers, and community affiliations of the project's advisory group and/or the people you propose to approach to become members of the advisory board. Please include a brief summary of their present and/or future contributions to your project. *\*\* Please clearly identify which advisors have committed to serving on the board, and those you plan to approach.*
2. A start-up budget outlining the projected costs and sources of revenue for the proposed project in the next 12 months. A sample has been enclosed in your packet to help create your budget.
3. Resumes of all key people involved in the project.
4. Two letters of reference from individuals familiar with your past and present work, your character, and your commitment to improving the quality of life in your community.