



# **ABE AND LILYAN SPERO FUND AWARDS**

## **Introduction**

This announcement is to solicit applications for the Fairfax County Democratic Committee's Abe and Lilyan Spero Fund Awards. The Fund was established through a generous bequest by Lilyan Spero and has been supported with contributions by other loyal Democrats.

As specified by Ms. Spero, Spero Fund Awards will be used for two purposes. Spero Fund Awards will be used to defray all or a portion of the costs of a project or activity that proposes to increase, expand, improve, and/or support the registration of young Fairfax County Democratic voters. Spero Fund Awards will also be used to defray all or a portion of a project or activity that proposes to increase, expand, improve, and/or support the voter participation of young Fairfax Democrats.

The Spero Fund will expend a maximum of \$5,000 per FCDC Fiscal Year. The FCDC Fiscal Year runs from April 1 through March 31.

Successful applicants will be required to (1) submit the appropriate receipts for reimbursement for expenses included in the budget for the project after the completion of the project selected for an award or (2) work with the FCDC Treasurer to arrange for direct payment to providers of services and/or goods included in the budget for the project selected for an award. For accounting purposes, all reimbursements or payments to providers will have to be made in the fiscal year specified in the application.

## **Eligible Applicants**

Both individuals and organizations are eligible to apply for Spero Fund Awards. Organizations must be based in Fairfax County or on the Fairfax Campus of George Mason University. Individual applicants must live or work in Fairfax County (paid or unpaid employment). FCDC committees are not eligible for Spero Fund Awards. Two or more organizations or individuals may submit a collaborative proposal.

## **How to Apply**

The application includes instructions. Applications may be submitted at any time. There is no deadline. Applications may be submitted by mail or delivered in person to:

Abe & Lilyan Spero Fund Chair  
Fairfax County Democratic Committee  
2815 Hartland Rd., Suite 110  
Falls Church, VA 22043

## **Award Amounts**

For applications submitted by an individual, the maximum amount that may be awarded

will be \$300. For applications submitted by an organization, the maximum amount that may be awarded will be \$2,000.

### **Report on Completion of Project or Activities**

Upon completion of the project or activity for which a Spero Fund award has been made, each individual or organization will be asked to provide a summary report to the Spero Fund Committee. The report will include the following information:

- Outcomes of the Project: Specific information on how the project or activity increased the registration and/or the voter participation of young Democrats identified in the application.
- Summary of expenditures.

### **How Projects/Activities Are Selected for Awards**

A Selection Advisory Committee (SAC), comprised of 3 members of the Spero Fund Committee will be appointed by the Chair of the Spero Fund Committee to recommend proposals for awards. The SAC will review and rate all applications according to established evaluation criteria.

The SAC will present its recommendation(s) to the Spero Fund Committee, which will have final approval of all awards. Applicants will be notified by the Spero Fund Chair about award decision(s) immediately following the Spero Fund Committee's actions.

### **Evaluation Criteria**

Applications for Spero Fund Awards will be evaluated according to the following criteria:

- Demonstration of Need for Project, Activity, or Activities
- Outcomes
- Approach
- Individual's or Organization's Capacity

Details will be found in instructions for the application.

**Questions: Please contact the Spero Fund Chair, [spero@fairfaxdemocrats.org](mailto:spero@fairfaxdemocrats.org).**

## **ABE AND LILYAN SPERO FUND AWARDS APPLICATION INSTRUCTIONS**

### **Application Format**

Applicants must include the following in the order listed below in their submissions:

- Cover Sheet: Use Cover form provided by Spero Fund Committee
- Narrative Section
  - Demonstration of Need for the Project, Activity, or Activities
  - Outcomes
  - Approach
  - Individual's or Organization's Capacity
- Budget and Budget Justification (provided by applicant)
- Attachments (provided by applicant)

All pages are to be numbered, including attachments.

### **Application Submission**

Applications may be submitted by mail or delivered in person to:

Abe & Lilyan Spero Fund Chair  
Fairfax County Democratic Committee  
2815 Hartland Rd., Suite 110  
Falls Church, VA 22043

Applicants are required to submit 3 hard copies of the complete application.

### **Narrative Section**

The Narrative Section should address the following four criteria.

#### **I. Demonstration of Need for the Project, Activity, or Activities**

Provide specific information about the neighborhoods, populations, geographic areas, and/or targeted groups where increased voter registration and/or increased voter participation of young Democrats is needed and explain how the identified need is not being adequately met. Include current and relevant information, including local statistical data.

## **II. Outcomes**

Describe how the project or activity will increase, improve, and/or support the registration and/or voter participation of young Democrats identified in Criterion I. Provide supporting information demonstrating that the outcomes are realistic and achievable. Describe how the outcomes will be objectively measured and documented.

## **III. Approach**

- List and describe the strategies that will be used to achieve the goals/objectives of the project as described in Criterion I and Criterion II. Describe how the strategies will be organized, implemented and completed.
- Provide a project/ activity timeline that indicates major tasks and assigned responsibility for each.
- If appropriate, describe how the applicant will use other community and Democratic Party resources to achieve the goals and objectives of the project.

## **IV. Individual's and Organization's Capacity**

Describe the roles and responsibilities of all those who will be responsible for implementing the project/activity and, if appropriate, how the proposed project will be supported by the organization.

Provide a brief overview of other projects/activities that the organization or individual has successfully initiated and/or implemented.

Describe in detail any leveraged resources for cash and non-cash budget expenditures.

### ***For organizational applicants only: Attach the following:***

- Organization's mission statement and, if available, strategic plan.
- Current Board of Directors roster.
- Resumes for individuals who will implement the proposed project/activity.

### ***For individual applicants only: Attach your resume.***

*NOTE: If you were a previous Spero Fund recipient, your end-of-project summary report will be provided to the Selection Advisory Committee evaluating your new application.*

## **Budget and Budget Justification**

Provide a line item budget for expenditures for which Spero Fund funds are being requested. Explain and justify each item. The justification should relate the proposed line item to the appropriate activity. Depending on the nature of the proposed project or activity, line items may include the following:

- Equipment Purchase/Lease
- Supplies
- Telecommunications
- Printing/Copying
- Postage
- Training
- Travel
- Direct Assistance
- Other (explain)

### **Attachments**

Attachments should include the required items described in Criterion IV (Capacity).

Applicants may also attach no more than three letters from others in support of the application (*optional*).

**ABE AND LILYAN SPERO FUND AWARDS APPLICATION  
COVER SHEET**

*Organization or Individual Name:	
If the applicant is an organization: Contact Person:	
Address:	
City, State, Zip:	
Telephone:	E-Mail:
Date of Submission on the Application:	
Period of time for the proposed project or activity:	
Funding Request: \$ _____	

\*Applications may be submitted in collaboration with other organizations or individuals. Be sure to provide the names of all collaborators.