



Grace-St. Luke's Episcopal Church Application for General Program Support

Introduction.

The mission of the Grace-St. Luke's (GSL) Outreach Committee is:

... to help develop, coordinate, and promote opportunities for Grace-St. Luke's parishioners to continue the work of Christ through actively serving the world in God's name. This means using every means available to help parishioners understand the Gospel imperative to feed the hungry, clothe and shelter the needy, care for the sick and visit the imprisoned, as well as the Christian call to be an instrument of healing in our broken world.

GSL's Outreach Committee offers financial support to qualified 501(c)(3) charitable organizations, state non-profits and similar organizations for activities which further this mission. The Committee also intends to establish personal relationships with organizations receiving monetary assistance through site visits and by encouraging GSL parishioners to serve as volunteers.

Amount and Purpose of Funding.

For the calendar year 2017 funding cycle, organizations may apply for up to \$3,000 for one year of general program support or up to \$4,000 per year for three years of general program support (multi-year grants). Actual amounts the Committee may offer any organization depends on the resources available for the 2017 funding cycle, Committee priorities, and the Committee's assessment of the organization's proposal. General program support funding is intended to support the overall operations of the organization (including administrative costs) as opposed to special projects. Examples of expenses that qualify for general program support include salaries, supplies,



Grace-St. Luke's Episcopal Church Application for General Program Support

facility rental, and contracts with service vendors. GSL also offers funding for special projects through a separate application process.

GSL will only award four multi-year grants that extend for three years. Organizations with long term experience and verifiable results in programs that closely align with the mission of the GSL Outreach Committee will receive preference for the three year grants. Applicants applying for but not receiving a multi-year grant will be automatically considered for a \$3000 one-year general program support grant.

Application Process.

Organizations must submit their applications for general program support funding on or before September 30, 2016 to be considered for the 2017 funding cycle. Applications must be submitted in an electronic format (PDF preferred) to Erin Shougrue at eshougrue@bellsouth.net by this date. Hard copy applications will not be considered unless the applicant advises Ms. Shougrue that the organization does not have the capability to submit the application electronically. The Committee requests that applicants for GSL General Program Support funding provide the following information in the format specified below.

Section 1. General Information

Please provide:

- a. the name and address of your organization.
- b. the amount of GSL funding being requested.
- c. contact information including name, phone number and email address.



Grace-St. Luke's Episcopal Church Application for General Program Support

- d. a copy of your most recent audited financial statement and most recent IRS Form 990 if available.
- e. copies of your certificates of insurance for comprehensive general liability and motor vehicles.

Section 2. Program Information

- a. Please provide a brief (one page maximum) history of your organization including descriptions of services provided, target population, and recent data on the number of individuals receiving services.
- b. Please explain how funding your organization's operations will help GSL "feed the hungry, clothe and shelter the needy, care for the sick and visit the imprisoned, as well as the Christian call to be an instrument of healing in our broken world." A special emphasis should be placed on detailing in your application the *specific* opportunities for GSL parishioners to participate/volunteer in your organization's programs. Additionally, if there are specific non-monetary needs, these should be listed in your application as well.

Section 3. Financial Information

- a. Please specify exactly how GSL funds will be used, including a line item budget, time frame for expending GSL funds, and an explanation of why your organization needs these funds.
- b. If your organization has received GSL funds in the past 5 years, please describe how the funds were used and the results that were achieved.



Grace-St. Luke's Episcopal Church Application for General Program Support

- c. Please describe other sources of funds for your organization's overall operations and for specific projects and provide an explanation of how GSL funding will compliment, leverage or serve as a match for funds from these other sources.

Section 4. Additional Materials

Your organization may submit links to web sites or other electronic depositories for documents such as annual reports, program evaluations, awards, client testimonials and similar supporting documentation. Please do not attach hard copies of these items to your application.