



## Grace-St. Luke's Episcopal Church Application for Funding for Special Projects

### **Introduction.**

The mission of 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 \$2,000 for special projects by providing the information described below. 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. Special project funding is intended to enable an organization to carry out a specific activity with a clearly defined outcome in a relatively short period of time as opposed to support for an organization's overall operations (e.g. administrative or program staff, supplies, equipment). Examples of special projects that GSL has previously funded include equipment purchases, minor facility repairs, and tuition scholarships



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for camps or other learning activities. GSL also offers funding for general program operations through a separate application process.

### **Application Process.**

Organizations must submit their applications for special project 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 Ed Hord at [edwardhord115@gmail.com](mailto:edwardhord115@gmail.com) by this date. Hard copy applications will not be considered unless the applicant advises Mr. Hord that the organization does not have the capability to submit the application electronically. The Committee requests that applicants for GSL Special Project 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.
- d. a copy of your most recent audited financial statement (required) and most recent IRS Form 990 if available.
- e. copies of your certificates of insurance for comprehensive general liability and motor vehicles.



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### **Section 2. Project 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 project 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 project. Additionally, if there are specific non-monetary needs, these should be listed in your application as well.
- c. Please describe your proposed project in detail including such information as how the project will serve identified needs of the target population and the programmatic outcomes your organization anticipates achieving.

### **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.



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- c. Please describe other sources of funds for your organization's overall operations and for this specific project 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.