

# Grant Guidelines

**The Episcopal Church Women (ECW) of Saint Andrew's Episcopal Church in Saratoga, California welcomes grant applications from qualified organizations. Below is information to assist in completing the accompanying grant request form.**

**Due to the fluctuation in the amount of funds available each year, the Finance Committee of the ECW does not guarantee funding to an agency or program from one fiscal year to the next. The fiscal year begins on July 1 and ends June 30 of the following year. All agencies must reapply for grants yearly. The Finance Committee of the ECW does not normally award grants in excess of \$5000.**

**The deadline to submit applications is April 15 of each year for the fiscal year beginning July 1. Notifications will be published by June 15.**

**The Finance Committee of the ECW accepts applications from nonprofit organizations for programs that support children, the elderly and the homeless.**

## **Additional Important Criteria**

- **A member of Saint Andrew's Episcopal Church is active in volunteering with the organization.**
- **There is a clear understanding of how the grant will be used.**
- **The program benefits disadvantaged individuals in Santa Clara County and beyond.**
- **Organizations applying for grants must have filed for or already be a federally recognized nonprofit organization, or be an outreach program of Saint Andrew's Episcopal Church.**
- **Organizations receiving grants must submit a year-end statement of its program's success.**

**The Finance Committee of the ECW will not consider requests for purchases of land, construction, property rental fees, politically related programs, i.e., elections or legislation.**

**Incomplete grant forms will be eliminated from consideration.**

**Financial assistance is given irrespective of race, color, creed, ethnic origin, or sexual orientation.**

# GRANT REQUEST FORM

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Federal Tax Exemption Classification \_\_\_\_\_

Federal Tax Determination Date \_\_\_\_\_

Contact Person \_\_\_\_\_

Contact person's phone number \_\_\_\_\_

**I. Funding Information** **Amount Requested** \_\_\_\_\_

List funding your organization received in the previous twelve months including any monies received from Saint Andrew's Episcopal Church.

Name of Funding Organization	Amount Received
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**II. Project Financing**

- A. What percentage of your revenue applies to program activities? \_\_\_\_\_
- B. What percentage of your annual revenue does this grant represent? \_\_\_\_\_
- C. Describe why you need funding.

### **III. Advocate Status**

- A. Does your organization have a Saint Andrew's Episcopal Church advocate/sponsor? List name\_\_\_\_\_**
- B. What position does the advocate hold in your organization \_\_\_\_\_**
- C. How many hours per month does this advocate volunteer? \_\_\_\_\_**
- D. How long has the advocate volunteered in your organization? \_\_\_\_\_**

### **IV. Organization Information**

- A. Is your organization a program within Saint Andrew's Episcopal Church? \_\_\_\_\_ If yes, state the year the program was developed.**
- B. Provide a brief description of the organization.**
- C. Describe the program activities, the need/situation that the program addresses and describe the specific population that will be served.**
- D. Describe the program objectives and intended results.**
- E. Any other information you would like to share would be gratefully received.**

### **V. Application Requirements**

**The following items must be included with the application form. If your organization does not have any of these items, please tell us so that we know that your application is complete as submitted.**

- A. Please list your web site.**
- B. Include a copy of the organization's latest audited financial statement. If your organization does not have audited financial statements, please include an income and expense statement.**
- C. A copy of the organization's IRS 501©3 letter.**
- D. Any other information you would like to attach.**

## **Agreement and Indemnification**

**You agree that you will use any grant that the Finance Committee of the ECW of Saint Andrew's Episcopal Church may award you in the ways described in this application and in compliance with appropriate law.**

**The Finance Committee of the ECW of Saint Andrew's Episcopal Church of Saratoga, CA shall not be liable in any way, and you agree to indemnify and hold harmless the Finance Committee for any and all loss, claims, expenses, and damages arising out of, resulting from, or in connection with an action you may take or fail to take in connection with any grant and the project described in this application.**

**Applicant Name** \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**Title of Applicant** \_\_\_\_\_

**Name of Organization** \_\_\_\_\_

**Date of Application** \_\_\_\_\_