

**Saint Andrew's Episcopal Church
Opportunity Fund Grants Program**

13601 Saratoga Avenue
Post Office Box 2789
Saratoga, CA 95070
SAOpportunityFund@yahoo.com

FOR OFFICE USE ONLY

Grant Number: _____
Date Received: _____
Date Awarded: _____

Grants Application - Section I:

Organization Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Website: _____

Name of Grant Contact: _____

Title: _____

Address: _____

Telephone Number: _____

Fax Number: _____ E-mail address: _____

Is your organization either 1) a program within St. Andrew's or 2) a member of St. Andrew's Community Ministries or Yes No

If No, Name of Sponsor (must be member of St. Andrew's): _____

If Yes, Name of St. Andrew's Advocate/Contact: _____

Name of Program/Project: _____

Is this a New Program/Project or a Continuing Program/Project?

For Continuing Programs/Projects, how long has this project existed? _____

Is this project intended to be an On-going Project or a One-time Project?

Grant period: Beginning Date: _____ Ending Date: _____

(Note: Grants are for one year only)

Requested Amount: _____

In general, St. Andrew's does not award grants in excess of \$5,000

Organization Head/Grant Contact signature: _____

SECTION II: ORGANIZATION INFORMATION:

- A. Brief Description of the Organization (including the organization's mission, objectives and history)**
- **Not required for members of St. Andrew's Community Ministries Board or programs within St. Andrew's**

SECTION III: PROJECT/PROGRAM INFORMATION

A. Program Description:

- **Describe the program activities.**
- **Describe the need/situation that the program addresses and how the organization identified and documented this need (needs assessment, government reports etc.)**
- **Describe the population that will be served, including number of people, demographics, and geographic area to be covered.**

B. Program Objectives:

- Describe the program objectives and the intended results for the target population and/or the community for the grant period.
- What results/impacts did this program achieve last year?
- How are these measured and by whom?

C. Please indicate other organizations that provide similar programs/services in the area, how these programs supplement your program, and any collaborative efforts.

D. Project Financing:

- Describe why you need funding, e.g. no other funds available, addresses a community priority or critical need, expansion of services, etc., and what the funds will be used for (please be specific!).

Application Requirements

The following items **must** be included with the application form. Failure to include any item may result in a delay in processing and reviewing your request. Please use this page as a checklist before sending your application to St. Andrew's to make sure that all of the items are included. If your organization does not have any of these items, please tell us so that we know your application is complete.

Note: Members of St. Andrew's Community Ministries Board or programs within St. Andrew's need only fill out and sign the Agreement and Indemnification page.

- A copy of the organization's latest audited financial statements**
If your organization does not have audited financial statements, state why and include other documentation of financial position, such as a parochial report, tax forms, etc.)

- A copy of the organization's latest annual report**
If your organization does not have an annual report, state this clearly and include other summaries/descriptions of program services for the past year (such as newsletters, etc.)

- A copy of the organization's Internal Revenue Service 501 (c) (3) letter**

- A list of the current Board of Directors**

- Agreement and Indemnification (at the end of the application)**

AGREEMENT AND INDEMNIFICATION

You agree that you will use any grant that St. Andrew's Episcopal Church of Saratoga, CA may award you in the manner described in this application and in compliance with applicable law and you will comply with the requirements of St. Andrew's Episcopal Church of Saratoga, CA for narrative and accounting reports.

St. Andrew's Episcopal Church of Saratoga, CA shall not be liable in any way, and you agree to indemnify and hold harmless St. Andrew's Episcopal Church of Saratoga, CA, for any and all loss, claims, expenses and damages arising out of, resulting from or in connection with any actions you may take or fail to take, or that may be taken or fail to be taken on your behalf, in connection with any such grant and the project(s) described in this application.

Please Print Name of Applicant

Signature of Applicant

Title of Applicant

Name of Organization

Date of Application