

**SAINT ANDREW'S EPISCOPAL CHURCH**  
**OPPORTUNITY FUND GRANTS PROGRAM GUIDELINES**

Saint Andrew's Episcopal Church of Saratoga, CA strives to be an inclusive community through authentic worship, relevant preaching, intelligent teaching, visionary outreach, enthusiastic stewardship, supportive care and Christian fellowship. We strive to build a community where lives are cherished, celebrated, nurtured, and where people are accepted for who they are and for what they can offer. We seek to be a parish where people are supported and yet challenged in their personal journey through life, where social justice issues are debated and acted upon, where those with less are given opportunities for success, and where the Word of God is shared with others in the community as we go forth to love and serve the Lord!

Each year, St. Andrew's Vestry make distributions from the interest income accrued the previous year from the invested principal of the Opportunity Fund. For information on past grants from the Opportunity Fund, please visit our web site at (<http://www.st-andrews-saratoga.org/opportunityfund.htm>).

**GRANT APPLICATION INSTRUCTIONS**

1. Grants are awarded four times each year during Vestry meetings held in March, June, September and December. Grants are for one year only. The deadlines for receipt of completed applications are:
  - **February 15** for consideration at the March meeting
  - **May 15** for consideration at the June meeting
  - **August 15** for consideration at the September meeting
  - **November 15** for consideration at the December meeting

If the due dates fall on a holiday or weekend, the grant applications are due the next business day.

2. Funding applications should be submitted on the grant application form. Please be brief in your responses. It is more important to directly answer the question than to provide additional information.
3. Applications may be obtained from the parish office or from the Opportunity Fund web site (<http://www.st-andrews-saratoga.org/opportunityfund.htm>). It is a good idea to check the Opportunity Fund web site often to obtain the latest forms and guidelines.
4. Depending upon the size of the proposed grant, applicants may be required to make a presentation to the Vestry.
4. St. Andrew's does not award grants in excess of \$5,000. The resources of the Opportunity Fund are not sufficient to respond to all requests. Submission of a completed and endorsed application does not guarantee an award. Final grant decisions are made by the Vestry. Financial assistance is given irrespective of race, color, creed, ethnic origin, or sexual orientation.

Applications and questions should be directed to:

Opportunity Fund  
St. Andrew's Episcopal Church  
13601 Saratoga Avenue  
Post Office Box 2789  
Saratoga, CA 95070  
[SAOpportunityFund@yahoo.com](mailto:SAOpportunityFund@yahoo.com)

**REQUIRED GRANTS CRITERIA:**

The St. Andrew's Opportunity Funds grants program will **only** accept applications from organizations that are:

- either an IRS-recognized nonprofit organization or an outreach program of St. Andrew's Church; **and**
- either currently supported by the St. Andrew's Community Ministries Board or nominated by a pledging member of St. Andrew's Church

**PREFERRED GRANTS CRITERIA:**

The St. Andrew's Opportunity Funds prefers applications from non-profit organizations that meet one or more of the following criteria:

- provides programs that serve at-risk youth, including but not limited to mentoring, counseling, spiritual guidance, and physical needs such as homelessness, shelter, food and clothing
- provides programs that serve economically or emotionally challenged adults, including but not limited to homelessness, nutrition, counseling, and spiritual guidance
- provides support for seniors in our community
- provides Christian outreach and ministries

**LIMITATIONS:**

The Vestry will not consider requests for:

- Purchase of land, construction, or property rental fees
- Individuals not part of a program receiving a grant
- Fund raising, micro-credit programs, or revolving loan funds
- Pension funds
- Lobbying for politically related programs, i.e., elections or legislation
- Sports Organizations