



# ST. MARGARET'S CHURCH

ANNAPOLIS • MARYLAND • ESTABLISHED 1692

1601 Pleasant Plains Rd., Annapolis, Maryland 21409  
410-974-0200 Fax 410-757-5334 [www.st-margarets.org](http://www.st-margarets.org)  
[missions@st-margarets.org](mailto:missions@st-margarets.org)

## GRANT APPLICATION INFORMATION

### 2009-10 Guidelines

Any organization or individual may submit an application for support. Applicants should be compatible with one or more of our mission priorities (listed below). Compatibility with more than one priority does not assure preference for consideration.

Requests are not restricted by a minimum or a maximum amount. Our focus is on the mission and not on the money. Our previous grant awards have ranged from low four figure amounts to high five figures. In previous years we have dispersed annual totals between \$145,000 and \$83,000 divided among multiple applicants. Our experience over the past eleven years indicates that both the number of grant recipients and the amounts will vary each year. For a breakdown of the recent 2009 grants, see our report under the tab “serving others” on our website.

Typically, our grants are for one year at a time. Longer term needs and multi-phase support may be discussed. Grant awards may be less than the requested amount.

Requests are assessed as to whether they

1. Fit any of our mission priorities
  - Endow the poor and hungry with the means to feed, shelter and clothe themselves
  - Restore the ill to health and heal the broken
  - Promote, preserve and sustain environmental health
  - Improve access to educational opportunities
2. Demonstrate need
3. Have a high probability of success, clearly defined project goals and objectives, schedules, budgets, and personnel committed to the program or project.

All applications and attachments must be received in hard copy. Submissions for 2010 must be postmarked no later than Monday, November 30, 2009. Electronic submissions cannot be accepted.

Mail to:  
St. Margaret's Church  
Att: Grants Committee  
1601 Pleasant Plains Rd.  
Annapolis MD 21409

## **St. Margaret's Church 2009-10 Grant Application Procedures**

- A. **Application deadline: Monday, November 30, 2009 (mail postmark)**
- B. All applications shall be typed or printed single sided on the 2009-2010 Grant Application form and sent with additional supporting documentation that is applicable or required. The grants committee shall review all applications to determine if any additional information will be required from the applicants and will further review all applications to determine which proposals best match our mission priorities. Applicants will be notified in early February if they will *not* be *candidates* for our support.
- C. Applicants selected *for consideration* may be assigned (*usually* no later than early March) one or two liaisons from our parish to connect with the contact person named in the application. Liaisons try to visit the applicant and program or project in person. When *distance makes that unreasonable*, liaisons will arrange to “visit” the applicant by phone or internet. It is also the custom of the St. Margaret's Grants Committee to interview the applicants (or applicant representatives) in person, with their liaisons also present, at a meeting at St. Margaret's on a pre-scheduled meeting night in March or April. Again, when distance makes that unreasonable, interviews can be done through conference call or Internet by advance arrangement. All dates and times for interviews must be mutually agreeable and pre-arranged. Liaisons will coordinate the arrangements with the applicant and the St. Margaret's Missions/Grants Administrator. In some cases where no other option is possible, the liaison may represent the applicant at a Grants Committee meeting by referring to answers of pre-asked questions.
- D. Before any grants are announced, grant recommendations are presented to the Vestry of St. Margaret's Church for approval. The Vestry of St. Margaret's Church maintains sole and full discretion.
- E. Decisions will be announced no later than June 1, 2010

### **ADDITIONAL INFORMATION**

- Recipients of financial support will be required to execute an agreement outlining the terms and conditions of the financial award.
- Additionally, midterm and final reports must be submitted in writing by the organization or project representative using St. Margaret's support. Forms will be sent at the appropriate times to the recipient for reporting purposes.
- Questions? - Contact the St. Margaret's Missions/Grants Administrator at 410-974-0200 or [missions@st-margarets.org](mailto:missions@st-margarets.org). Please put the phrase “St. Margaret's Grants” in the e-mail subject line.



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## 2009-2010 ST. MARGARET'S GRANT APPLICATION

**Organization or individual submitting application:**

**Grant amount requested (if seeking financial support):**

**Location address:**

**Postal address (if different):**

**Organization/Applicant website:**

**President/Executive Director:**

**Contact Name:**

**Position/title:**

**Contact phone #(s): office -**

**cell -**

**other -**

**Contact e-mail (s) to use for this grant process:**

**What type of request is this? (check one)**

\_\_\_ **Capacity Building** – Capacity building proposals are for enhancing or building the capacity of an organization – actions that improve nonprofit effectiveness by gaining technology, staff training and development, technical assistance for financial systems development, etc.

\_\_\_ **Capital Campaign** - An organized drive to collect and accumulate substantial funds to finance major needs of an organization such as a building, major repair project, or building endowment.

\_\_\_ **General Operating Support** – Your request is not for a specific project but to support all your activities for the fiscal year. These are sometimes known as unrestricted grants.

\_\_\_ **Multi-Year Project** – Make this selection if your proposal will span more than 12 months.

\_\_\_ **Program Support** – A request for funding for an existing or new program or project.

\_\_\_ **Start-up Support** – Start-up support is requested to establish a new organization or project.

\_\_\_ **Time or Talent** – No Funding requested.

**Have you or your organization requested support of any kind (donations, grants, funding, supplies, volunteers etc.) from St. Margaret's Church in the past?**

**What year(s)?**

**Specify the type and amount of support requested?**

**When have you or your organization received support of any kind (donations, grants, funding, supplies, volunteers etc.) from St. Margaret's Church in the past?**

**What year(s)?**

**Specify the type and amount of support received?**

**Applicant or Organization's Mission Statement (50 words or less):**

**Number of Employees:**

**Number of Volunteers:**

**Total of Organization Budget (if applicable):**

**Name of Program/Project needing our support:**

**Brief description of the Program/Project (75 words or less):**



**How would you use our financial support?**

**When is the money needed? (provide or attach, if necessary, an expense timeline)**

**If we can provide only partial funding, what will you do?**

**Where else have you applied for funding?**

**Explain how your program/project will be supported after the funding you are requesting from St. Margaret's is exhausted.**

**Are you asking us for volunteers?            Yes            No**

**How many volunteers?**

**Job descriptions?**

**When?**

**How would assistance (of any kind) from St. Margaret's Church sustain your organization/program/project?**

**What other organizations/groups support you?**

**Identify any other collaborating programs/organizations:**

**How do you measure the success or lack of success of your program?**

**Name and title of individual submitting this application:**

**Date Submitted:**

**Name the Individual or Organization submitting grant application:**

**PROPOSED BUDGET FOR PROGRAM/PROJECT**

Distinguish between money anticipated from St. Margaret’s and other funding resources if there are other funding sources for the same project. Add up total dollar amounts in each category and note totals at the bottom of each dollar column. *Be as detailed as possible.*

<b>Identify Program/Project Components</b>	<b>Budgeted Cost</b>	<b>Funds from <u>Other</u> Resources</b>	<b><u>St. Margaret’s Funds</u> (if to be applied)</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Staff Positions</b> (If applicable to project)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>Operating Components</b> (If applicable to project)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____

**Additional Budget Comments:**

Budget information submitted by:

Date:

**Name the Individual or Organization submitting grant application:**

**Applications should include the following, if applicable:** *(check each that is sent and include this list with the application)*

**Copy of IRS tax exemption status (if non-profit)**

**501(c) 3 organizations submit most recent IRS form 990**

**Organization's Annual Budget for the *current* year**

**Names and Addresses of Officers/Governing Board**

**Organization's most recent financial statement**

**Additional information that might be helpful**