



ST. MARGARET'S CHURCH

ANNAPOLIS • MARYLAND • ESTABLISHED 1692

1601 Pleasant Plains Rd., Annapolis, Maryland 21409
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Guidelines and Application for 2018 St. Margaret's Church Grants (Submission Deadline: Mail Postmark no later than Thursday, November 30, 2017)

Any organization or individual may submit one grant application aligned with the stated guidelines. Applicants need to demonstrate that they have secure and reliable access to the funds awarded by the committee. All documents on the Required Documents Checklist (p.9) must accompany the application.

Grant requests should be compatible with one or more of our mission priorities. Compatibility with more than one priority does not assure preference for consideration. Priorities are:

- Endow the poor and hungry with the means to feed, shelter and clothe themselves
 - particular consideration for opportunities that help others sustain themselves
- Restore the ill to health and heal the broken
 - consideration includes prevention of human brokenness and healing the broken
- Promote, preserve and sustain environmental health and good practices
 - primary considerations are sanitation, human health, sustainability and reduction of destructive and dangerous environments
- Improve access to educational opportunities;
 - consideration includes efforts that empower the powerless and enfranchise the disenfranchised.

To be eligible for consideration grant requests must:

- Demonstrate need;
- Support one of the following: a new initiative; an expansion or addition to an existing program/project; an exceptional, short-term need for assistance with general operating expenses;
- Show clearly defined project goals and objectives: detailed schedules, budgets and personnel;
- Explain methods to measure and evaluate the effectiveness of the program/project after implementation.

We favor programs that:

- Empower those being served to reach greater independence;
- Foster or maintain relationships between program personnel and those served by the program;
- Invite, when feasible, volunteer participation involving St. Margaret's Church;
- Emphasize sustainability.

Grants are awarded for one year. St. Margaret's grants are not intended to provide consecutive years of support. Also, funding can not be committed in advance for multi-year program needs. Follow-up grant proposals must be newly submitted for consideration in the next application cycle, however frequent and repetitive applications will not be well received by the committee. Specifically, grant recipients who have received three grants in the past three years should not apply this year. Applicants who have been turned down previously may apply again submitting a new up-to-date application.

Our focus is on the mission and not on the money. Requests are not restricted by a minimum or a maximum amount. Grants may be awarded for less or more than the requested amount. Our previous grants have ranged from low four figure amounts to high five figures. For a list of recent grants, see MISSIONS/ Grants Program on our website www.st-margarets.org.

2018 St. Margaret's Grant Submission Instructions and Timeline

Deadline: Submission of one paper/hard copy of the application no later than:

Mail Postmark* Thursday, November 30, 2017

Address mail to:

Grants Administrator, 1601 Pleasant Plains Rd., Annapolis MD 21409

Additional **PDF (backup only)** of the application can be emailed no later than midnight November 30, 2017 to: **missions@st-margarets.org**

****Do not send applications by certified mail because that actually causes non-delivery to the church and great inconvenience to our staff! Overnight mail is not necessary.*** The postmark indicates the submission date. Acknowledgement of receipt of your application will come to you by e-mail. (Note: We appreciate applications mailed earlier in November, if possible.)

Instructions for grant submission:

ONE (1) unbound, single-sided paper copy of the 2018 application. Use paper clips - NO staples.

NO handwritten applications, please, unless there is no other way, and in that case legibility is crucial

ONE (1) copy only of each attachment

Do not use color highlights in the body of the application (they do not copy well)

Include additional supporting documentation that is applicable or required

Grant Review Process

The Grants Committee reviews all applications to determine which proposals best match St. Margaret's mission priorities in order to select a "short list" of candidates for in depth consideration. Applicants who will not be finalists for grant consideration will be notified in by mid-February.

Applicants selected for consideration will be assigned (usually no later than mid-February) 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/project in person, or by phone or Internet (Skype etc.) when distance makes personal visits unreasonable or impossible.

It is the custom of the St. Margaret's Grants Committee to interview the "short listed" applicants (or applicant representatives) in person, with their liaisons also present, at a meeting at St. Margaret's on one of the pre-scheduled Tuesday night meetings in February and March. Again, when distance makes that unreasonable, interviews can be done through conference call or Skype/Internet video chat with advance arrangement. All dates and times for interviews must be mutually agreeable and pre-arranged. Liaisons will coordinate arrangements with the applicant and the St. Margaret's Grants Administrator. In unusual situations, when no other option is possible, the liaison may represent the applicant at a Grants Committee meeting by referring to answers of pre-asked questions. Before any grants are announced, the Grants Committee presents recommended grant awards to the Vestry of St. Margaret's Church for approval. The Vestry of St. Margaret's Church maintains sole and full fiduciary discretion.

Decisions will be final in early May. We will communicate by e-mail with the applicant contact, no later than June 1, 2018. Recipients of financial support are required to sign an agreement outlining the terms and conditions of the financial award before receiving a grant check. Grantees are expected to return the signed agreement immediately and no later than July 1 following notification. Checks will be mailed by mid-June or later depending on the returned agreement. Failure to respond in a timely manner will jeopardize the grant award.

Midterm and final reports must be submitted in writing by the recipient organization or project representative. Forms will be e-mailed at the appropriate times to the recipient for reporting purposes.

2018 ST. MARGARET'S CHURCH GRANT APPLICATION

Provide the following information—

Name of Applicant Organization/Program:

Location Address:

Preferred Mail/PO Box Address (if used):

Program Website:

Contact Name:

Position/Title:

Contact Phone #(s):

Office:

Cell:

Other:

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

Amount requested from St. Margaret's for 2018 grant:

Applicant Organization of Program/Project Mission Statement (50 words or less):

Number of Employees:

Number of Volunteers:

Total of Organization Budget (if applicable):

Name of Program/Project Needing St. Margaret's support:

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

How does this program/project fit with your organization's Mission Statement?

Which of our mission priorities (refer to our guidelines) best describes the intention of the program/project described above? (Please check or underline one or more.)

- **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 and good practices**
- **Improve access to educational opportunities**

Explain:

How will you measure and evaluate effectiveness of the program/project following implementation and use of the grant money?

What organizations/groups currently give you support?

What other organizations, if any, collaborate with you on this program/project?

Where else have you applied for funding?

If St. Margaret's Church can provide only partial funding, what will you do?

Explain how this program/project will be sustained, or not, after the funding you are requesting from St Margaret's is exhausted.

Do you have a multiple year plan for this project? Describe:

Would assistance from the congregation of St Margaret's Church, other than a financial grant, be realistic or practical at this time and in what way? Do you welcome and or need volunteers? (How many people or hours?) Please explain:

In the past, did *you* or *your organization/program* **request** support of any kind (donations, grants, funding, supplies, volunteers etc.) from St Margaret's Church? (Yes) or (No)

What year(s)?

Specify type and amount of support and purpose:

In the past, did *you* or *your organization/program* **receive** support of any kind (donations, grants, funding, supplies, volunteers etc.) from St Margaret's Church? (Yes) or (No)

What year(s)?

Specify the type and amount and purpose of support received?

Select the categories from the following definitions that best describe this grant request. We are interested in how you categorize your request.

- _____ **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** - A request not for a specific project but rather to support all activities for the fiscal year - sometimes known as unrestricted grants.
- _____ **Multi-Year Project** - This proposal seeks support for a project that extends beyond one year
- _____ **Program Support** - A request for funding for an existing or new program or project.
- _____ **Start-up Support** - Start-up support to establish a new organization or project.
- _____ **Time or Talent** - Time and Talent, with or without funding, is requested.

Please share with us specifically how you learned about the St Margaret's Grant program?

Name and title of individual submitting this application:

Signature of person named above:

Date Submitted:

Name of Applicant Individual or Organization: _____

PROPOSED BUDGET FOR PROGRAM/PROJECT

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

Identify what is applicable to this specific Program/Project

Program/Project Components	Budgeted Cost	Known Fund Source	St Margaret's Funds
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Staff Compensation (If applicable to project)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other Operating Costs (If applicable to project)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Column TOTALS	_____	_____	_____

Additional Budget Comments (additional budget sheets may be attached)

Budget information submitted by:

Date:

Required Documents Checklist

Applications must include all the following required documents:

Check the applicable non-profit status document that is being attached:

- 501 (c) (3) Organizations submit most recent IRS Form 990
- Copy of IRS determination letter showing non-profit status
- Copy/document from the applicant's non-profit fiscal sponsor
- 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. Please describe.

If you receive a grant from St. Margaret's, do you have reliable and secure access to the funds?

Please describe:

Applicant's signature and confirmation
that the above documents are attached.

Office use only: Grant Administrator's
confirmation.