



# ST. MARGARET'S CHURCH

ANNAPOLIS • MARYLAND • ESTABLISHED 1692

1601 Pleasant Plains Rd., Annapolis, Maryland 21409

[www.st-margarets.org](http://www.st-margarets.org)

[missions@st-margarets.org](mailto:missions@st-margarets.org)

## Guidelines and Application for 2020 St. Margaret's Church Grants

**Submission Deadline: Midnight Saturday, November 30, 2019. *Electronic submission is preferred* but mail postmarked no later November 30, 2019 will be accepted. NEW THIS YEAR: A fill in pdf form is available for use along with a word document version.**

Any charitable organization can submit one grant application aligned with the stated guidelines. All documents on the Required Documents Checklist (p. 8 of application) must accompany the application.

### **Priorities**

**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. Our priorities are:

- Endow the poor and hungry with the means to feed, shelter and clothe themselves (e.g., homelessness prevention and food bank programs)
- Restore the ill to health and heal the broken (e.g., health and addiction recovery programs)
- Promote, preserve and sustain environmental health and good practices (e.g., clean water and environmental advocacy programs)
- Improve access to educational opportunities (e.g., tutoring and mentoring programs)

### **Eligibility**

**To be eligible for grant consideration, programs/projects must:**

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

### **Preferred Programs/Projects**

#### **We favor programs/projects 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 parishioners; and
- Emphasize program sustainability.

**NEW THIS YEAR: Most grants are awarded for one year.** Although St. Margaret's grants are not intended to provide consecutive years of support, consideration will be given to a two-year grant request that demonstrates significant program/project impact during the second year of funding.

Grant recipients who have received three consecutive grants in the past three years should not apply this year. These recipients can apply again after a one-year break. Applicants who have been turned down previously may apply again by submitting a new up-to-date application using the attached forms.

Maximum grant funds disbursed will be \$25,000 for one year of funding or \$30,000 for two years of funding. Grants are often awarded for less than the requested amount and occasionally for more than the requested amount.

### **Grant Submission Instructions and Timeline**

**Deadline:** Midnight, Saturday November 30, 2019. Entire application and supporting documents are to be emailed to [missions@st-margarets.org](mailto:missions@st-margarets.org). Mail postmarked November 30, 2019 or earlier is to be mailed to Grants Administrator, St. Margaret's Church, 1601 Pleasant Plains Road, Annapolis, MD 21409 (USA).

***Please do not send applications by certified mail because that could cause non-delivery to the church.*** The postmark indicates the submission date. We will email you an acknowledgement of receipt of your application.

#### **Instructions for grant submission:**

**IF EMAILED:** Electronic submission is prepared. Please attach PDFs of supporting documents and, if desired, program/project photos.

**IF MAILED:** ONE (1) unbound, single-sided paper copy of the 2020 application. (Tax and support documents do not need to be one sided). NO handwritten applications, please, unless there is no other way, and in that case legibility is crucial. **ONE (1) copy only of each attachment.** Please do not use color highlights in the body of the

application (they do not copy well!) Please include additional supporting documentation that is applicable or required.

### **2020 St. Margaret's Church Grant Review Process:**

**Dec-January** - The Grants Committee reads and discusses all received applications to determine which proposals are best suited for final consideration, regardless of the requested grant amount.

**Early February** - Grants Administrator notifies by email the application contact for those not selected for the final consideration process.

**February** - Applicants selected for final consideration will be assigned one or two liaisons from the church to connect and discuss the grant request with the contact person named in the application. Liaisons will make contact, arrange and then visit the program/project in person, or by phone or Internet (Skype etc.) when distance makes personal visits unreasonable or impossible.

**Late February - March** - The St. Margaret's Grants Committee interviews the final applicants, or applicant representatives, with their liaisons also present, for 30 minutes (usually) at a meeting at St. Margaret's Church on one of the pre-scheduled Tuesday night meetings (7-9pm) in February and March. If distance is an issue, interviews can be done by conference call or Skype/Internet video chat with advance arrangement. 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.

**Late April - Early May** – After our Vestry approval, decisions are announced and communicated by email to the applicant contact. Recipients of grants 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. Failure to respond in a timely manner will jeopardize the grant award.

**By June 30** – **Grant proceeds are mailed depending on the returned agreement.**

**November 1, 2020** – **A midterm report** must be submitted in writing by the recipient organization or project representative. Report templates will be emailed at the appropriate times to the recipient for reporting purposes.

**July 1, 2020**- **A final report** must be submitted in writing by the recipient organization or project representative. Report templates will be e-mailed at the appropriate times to the recipient for reporting purposes.

***Should you have any questions about the instructions, deadlines or application, please do not hesitate to email the grants administrator at [missions@st-margarets.org](mailto:missions@st-margarets.org)!***

