

OUTREACH GRANT APPLICATION GUIDELINES

Grace Episcopal Church

The purpose of the fund set aside for grants is to respond primarily to needs of the local community of Lancaster and Northumberland Counties. Grants are intended for new or ongoing projects that address needs that are true to our church's mission statement:

We are blessed by God's grace and called to build a vibrant, growing congregation that shares the hope of the Gospel of Jesus Christ and proclaims in word and deed the values of his Kingdom for people in our community and beyond whom we are called to love and serve.

Grants are not for the purpose of funding current overhead salaries, routine travel expenses or budget support of another charitable organization. However, salary expenses directly related to a new or existing client service will be considered. Travel expenses directly related to a new or existing client service or program will be considered.

The vestry of Grace Episcopal Church awards all grants.

Applicant Requirements

- Applicants must:
 - Be a tax-exempt, non-profit organization and be in compliance with federal and state laws governing such organizations.
 - Address a need in the local community.
 - Have a significant volunteer component.
- A contact person must be appointed who will represent the grantee organization and who will be available to communicate with Grace Church. The contact person representing the applicant or grantee shall have the following responsibilities:
 - Complete and sign the grant application (Attachment D).
 - Make presentations to and meet with the vestry in the application and follow-up process, if requested.
 - Notify Grace Church in the event that the applicant/grantee's tax-exempt status is in question, or the grant funds are not used for the purpose stated in the application.
 - Sign each financial document provided by the grantee organization with a representation that it is accurate to the best of his or her knowledge.
- By applying for or accepting grant funds, the applicant/grantee represents that its purpose and day-to-day operations are based on the principles of service to others, nonviolence and fair and equal treatment of all persons, and that it is not an organization which engages in political advocacy. The applicant/grantee agrees that it will administer any funds which it receives in the spirit of the Grace Church Mission statement.

Applications & Renewals

- Applications will be considered by the committee May 1 and November 1. Please complete the [online application](#) and (e)mail **the items listed** here, labeled as indicated, to the address provided:
 - Attachment A: Complete copy of your budget for this project
 - Attachment B: Most recent annual statement of income and expenses
 - Attachment C: Most recent annual balance sheet
 - Attachment D: Signatures from the head of the organization and appointed contact person ([download this form](#))
- **Mail to:**
Grace Episcopal Church
Attn: Outreach Committee
P.O. Box 1059
Kilmarnock, VA 22482
- **Email to:** grace.episcopal@va.metrocast.net
Attn: Outreach Committee
- There is no fixed number of grants nor total amount given per year.
- Applicants who are turned down may apply once more for the same request.
- If the grantee seeks additional funds for another year, a new application must be submitted.

Follow-Up Requirements

- The grantee must send a written status report by January 31 of the next year.

Grace Episcopal Church reserves the right to:

- Change the amount requested when approving a grant.
- Curtail disbursement of grant funds if all conditions are not met.
- Disperse the funds on a scheduled date depending on the circumstances pertaining to the particular grant.