



840 South Bailey Street · Palmer AK 99645
907-745-4215 · 907-745-4209 fax

August 1, 2025

Dear Grant Applicant:

Bishop's Attic II has been a proud supporter of our local communities over the past fifty years. Our primary purpose is to provide support for our two sponsoring Catholic Churches as well as any qualified organizations. Applications requesting donations for various purposes from Bishop's Attic II have increased dramatically over the years, making it necessary for us to adhere strictly to the conditions specified under our Articles of Incorporation and Bylaws. Please review this policy carefully and utilize the guidelines while applying.

A completed application must be received at Bishop's Attic II by **5:00 pm on September 15th, 2025**, to be considered. All applications will undergo an initial review by the Board of Directors to ensure that the application meets the criteria and qualifications outlined. Qualified grant applications will be presented to the general membership at our October meeting. The general membership votes to determine the dollar amounts they wish to award to the qualified applicants through a secret ballot. An average amount will be calculated for each request based on the membership recommendations. Grant awards will be distributed by the end of December. All decisions are at the sole discretion of Bishop's Attic II general membership.

Applicants must submit a letter of request on their organizational letterhead. The letter must include the followings items. No special application form is provided by Bishop's Attic II.

- Name, title, phone number, and email address of the contact person.
- Employer Identification Number (EIN) to confirm your 501(c)(3) status.
- Purpose/mission of your organization and when it was established.
- Who do you serve and how?
- What other sources of funding are provided/available to you?
- What funding, if any, was received from Bishop's Attic II last year and how was it used?
- State the amount of funding requested this year and specifically how it will be used.
- Describe how your organization will recognize Bishop's Attic II should funding be awarded.
- Additional supporting information as needed.

We especially appreciate and thank you for publicly recognizing the grants you receive from Bishop's Attic II. That community awareness is vital for both your organization and ours!

A handwritten signature in dark ink, appearing to read "Angella Long".

Angella Long
President, Board of Directors

Attachment: Grant Application Policy

Bishop's Attic II
Annual Funding Requests – Policy (Revision 6, Board Approved 08/21/2019)

All organizations interested in applying for a grant under Donation Distribution Program from Bishop's Attic II shall follow the guidelines below in compliance with the Articles and By Laws of the Bishop's Attic II Corporation.

Criteria:

1. Requests for funding donations must be received at Bishop's Attic II no later than 5:00 p.m. on the date specified each year.
2. Limited funding is available and the maximum amount of any grant to any qualified applicant is determined annually. This amount is confidential, and the membership's compiled votes are the final decision. **No appeals are accepted.**

Qualifications:

1. An applicant must be an IRS designated 501(c)(3) not-for-profit corporation or directly sponsored by a not-for-profit corporation operating within the State of Alaska. New applicants must provide proof of 12 months of operation to qualify.
2. Areas of consideration shall be limited to the following
 - Local Mat-Su organizations serving the community.
 - Approved Archdiocese of Anchorage organizations serving foreign ministries and communities.
3. The applicant must provide community service or assistance in the following areas
 - health,
 - social services,
 - child or elderly assistance,
 - hospitality relief,
 - childcare or development,
 - specialized care or assistance for disabled people,
 - pregnancy support,
 - medical assistance or relief,
 - hospitality or other humanitarian services or organizations which provide services to their local community.
4. Typical organizations and activities not qualified to receive grants include, but are not limited to,
 - private for-profit business,
 - travel events,
 - sporting, social, and entertainment organizations,
 - funding for hiring new officers or staff positions of any type,
 - start-up of a new business,
 - church functions not of a ministerial, humanitarian or welfare nature,
 - direct support of an individual,
 - tax or insurance payments,
 - plant or facility construction,
 - general improvements or renovation,
 - communications,
 - not for profit business whose primary source of revenue is retail operation.
5. The applicant must utilize maximum volunteer effort and minimum paid staff within their organization. A ratio of less than two volunteers to one paid employee will disqualify the application.
6. Applicants receiving national or other corporate funding and/or grants must ensure that the Bishop's Attic II donation funds are 100% used within the State of Alaska.