

ST. PHILIP'S EPISCOPAL CHURCH
P. O. Box 10476
Southport, NC 28461
(910) 457-5642
OUTREACH GRANT APPLICATION

APPLICANT: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

CONTACT PERSON: _____

PROJECT SUMMARY: _____

PROJECT GOALS: _____

PROJECT TIMETABLE: _____

STARTING DATE: _____

ENDING DATE: _____

TOTAL PROJECT COST: \$ _____

GRANT AMOUNT REQUESTED: \$ _____

TIME & TALENT REQUESTED (#PERSONS/HOURS AND DAYS) _____

OTHER SOURCES OF FUNDING FOR THE PROJECT: _____

If the St Philip's Outreach Fund is unable to fund your request in total, what is the minimum amount of funding which will still allow the project goals to be accomplished? _____

DATE OF APPLICATION: _____

AUTHORIZED REPRESENTATIVE SIGNATURE: _____

DATE CONSIDERED: _____ AMOUNT APPROVED: _____

APPROVED BY: _____

Distribution of Outreach Funds:

Funds will be approved after submittal and review of grant applications. Grantees may be mission activities that are sponsored, managed, and completed internally by St. Philip's Church as well as programs provided by external nonprofit organizations. Grants must be submitted by the sponsoring church members for internal programs and approved by the Outreach Board.

The priority focus areas for funding are:

- Families and children
- Affordable housing and homelessness
- Substance abuse recovery
- Local Disaster Preparedness
- International Mission

Funds must be linked to one or more priority focus area and may be used for:

- One time funding for a program
- Direct services and operating expenses
- Solutions targeting restorative justice solutions
- Advocacy and community engagement

Funds may not be used for:

- Organizations passing through funds charitably to other groups
- Fundraising events
- Political activity
- Lobbying

Grants will not be awarded to individuals.

Grant Process

Applicants for funding will use the common grant application located on the St. Philip's website Outreach page. The grant application should be complete at the time of submittal with all required attachments.

In addition to the application form, the external applicant should submit:

- A detailed program description outlining the scope of the project and outcomes, how the need was determined, if the project utilizes an evidence based best practice model, and evaluation methods.
- Budget for the program identifying revenue amounts and sources and expenses.
- Overall agency budget.
- IRS nonprofit status letter.
- Form 990 for the prior year or signed and sworn end of year financial statement if the Form 990 was not required.

- Board of Directors list and key management and program staff.

Internal applicants from St. Philip's proposing a church run program should include:

- A detailed program description outlining the scope of the project and outcomes, how the need was determined, if the project utilizes an evidence based best practice model, and evaluation methods.
- Budget for the program identifying revenue amounts and sources and expenses.
- List of people managing the project and their roles.

Internal applicants should be prepared to be active members of the Outreach Board,

Grant Reporting

All internal and external grantees will be required to submit a report outlining results of the program and measurable outcomes before submitting another grant application. A final program budget detailing the use of St. Philip's funds should be included with the narrative report. St. Philip's desires to work with grantees to develop successful programs. An Outreach Board member will be assigned as liaison to each grantee. If a grantee completes a mid-year formative evaluation and recognizes the need to change program components and strategies, or if the grantee needs assistance to complete the program, they are asked to contact the Outreach Board liaison.