



Grace-St. Luke's Episcopal Church Application for General Program Support

Introduction.

The mission of the Grace-St. Luke's (GSL) Outreach Committee is *to help develop, coordinate, and promote opportunities for Grace-St. Luke's parishioners to continue the work of Christ through actively serving the world in God's name. This means using every means available to help parishioners understand the Gospel imperative to feed the hungry, clothe and shelter the needy, care for the sick and visit the imprisoned, as well as the Christian call to be an instrument of healing brokenness in our world. Our vision is to be a thriving community of hope, belonging, and healing through worship, parish life, and service, and who rejoices in the love of Jesus to transform the world.*

GSL's Outreach Committee offers financial support to qualified Internal Revenue Code 501(c)(3) tax exempt charitable organizations and state recognized non-profits for activities which further this mission and align with our vision. The Committee also intends to establish personal relationships with organizations receiving monetary assistance through site visits and by encouraging GSL parishioners to serve as volunteers.

GSL conditions its funding on applicants agreeing:

1. To spend all funds in accordance with the local, state and federal law, including the Internal Revenue Code.
2. Not to use any GSL funds in the performance of any partisan political activity or to further the election or defeat of any candidate for public office.
3. GSL is not a co-venturer or partner in operating or managing your organization, nor shall GSL be liable for your organization acts or omissions. By accepting GSL grant funds your organization agrees to indemnify GSL in case of a claim against GSL arising from your organization's acts or omissions.

Amount and Purpose of Funding

For the calendar year 2020 funding cycle, organizations may apply for at least \$1000 and no more than \$7,500 for one year of general program support. Actual amounts the Committee will grant any organization depend on the resources available for the 2020 funding cycle, Committee priorities, and the quality of the organization's proposal. General program support funding is intended to support the overall operations of the organization (including administrative costs) as opposed to special projects. Examples of expenses that qualify for general program support include salaries, supplies, facility rental, and contracts with service vendors.



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Application Process.

Organizations must submit their applications for general program support funding on or before August 31, 2020 to be considered for the 2020 funding cycle. Applications must be submitted in an electronic format (Word or PDF) by this date via email at outreach@gracestlukes.org. **Hard copy applications sent by U.S. Mail or hand delivered will not be accepted. The Committee plans to review applications no later than October 8, 2020 and intends to disburse funds by November 30, 2020.** Please provide the following information in the format specified below in a separate document (i.e., not copying into this document).

Section 1. General Information

Please provide:

- a. the name and address of your organization.
- b. the amount of GSL funding being requested.
- c. contact information including name, phone number and email address.
- d. Where you feel your organization aligns with the following focus areas of Grace-St. Luke's outreach mission:

Luke's outreach mission:

- Feed/Clothe/Shelter the Needy
- Care for the Sick
- Healing Brokenness in the World through programs that address critical community needs not covered by the two focus areas listed above.

Please explain why your organization aligns with at least one of these focus areas. You should designate which focus area is the primary one for the purposes of using GSL funds.

Section 2. Program Information

- a. Please provide a brief (one page maximum) history of your organization including descriptions of services provided, target population, and recent data on the number of individuals receiving services.
- b. Please explain how funding your organization's operations will help GSL feed the hungry, clothe and shelter the needy, care for the sick and visit the imprisoned, as well as the Christian call to be an instrument of healing brokenness in our world.
- c. Please detail in your application the *specific* opportunities for GSL parishioners to participate/volunteer in your organization's programs. Additionally, if there are specific non-monetary needs, these should be listed in your application as well.



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Section 3. Financial Information

- a. Please specify exactly how GSL funds will be used, including a line item budget, time frame for expending GSL funds, and an explanation of why your organization needs these funds.
- b. If your organization has received GSL funds in the past 5 years, please describe how the funds were used and the results that were achieved.
- c. Please describe other sources of funds for your organization's overall operations and for specific projects and provide an explanation of how GSL funding will complement, leverage or serve as a match for funds from these other sources.
- d. Organizations that have obtained federally-required Single Audit (2 CFR Part 200, Subpart F) within the past 2 years must provide the date of their most recent Single Audit. GSL does not require a copy of the Single Audit as long as it is available from the Federal Audit Clearinghouse. Other organizations must provide a copy of their most recent audited financial statement. If your organization does not obtain an audited financial statement, GSL will consider waiving the requirement. To qualify for a waiver you must provide an explanation of why an audited financial statement is not necessary and a description of how your organization's expenditures are overseen by your board of directors or other independent group.
- e. Organizations that file a Form 990 with the Internal Revenue Service must provide the date of their most recent filing. GSL does not require a copy of the Form 990. If your organization does not file a Form 990, please provide other proof of nonprofit status such as documentation of exemption from state sales tax.
- f. All applicants must provide copies of their certificates of insurance for comprehensive general liability and motor vehicles.

Section 4. Additional Materials

Your organization may submit links to web sites or other electronic depositories for documents such as annual reports, program evaluations, awards, client testimonials and similar supporting documentation.