



Community Grants Committee

Community Grant Application Instructions

Please complete this application form and email the application with supporting materials to: mrg3688@gmail.com by the deadlines appearing on our web site. Applications received after the deadline will not be reviewed by the Community Grants Committee. **Please combine your application into one pdf file and be certain that the cover sheet supplied in this form appears as the first page of your submission. The Committee may not be able to consider applications that fail to meet this requirement.**

Following the deadline, all applications received will be reviewed by the Committee. If your application will not be considered for further review, you will be notified by the Committee by mail or email. A "grant shepherd" from the Community Grants Committee will contact those applicants that will continue in the process. The grant shepherd will meet with your organization to ask additional questions and gather further information to report to the Committee. After the shepherding process, the Committee will determine the grant awards, and you will be contacted around the date of award notifications listed on our web site.

**Christ Church Cathedral
Community Grant Application Cover Sheet**

Today's Date: _____

Organization Name: _____

(Please use the legal name of your entity, as recognized by the state where you are domiciled and the Internal Revenue Service. If your organization fits under the umbrella of a legal nonprofit, please provide both names.)

Name of Responsible Person and Title: _____

Organization Address: _____

Contact Phone Number: _____

Contact Email Address: _____

Amount of Grant Requested: _____

(A specific sum is required.)

Partner Church and Contact Person: _____

(This information is required for grant requests coming through partner churches within the Episcopal Diocese of Southern Ohio.)

Please address the following in your proposal:

1. Describe your project and the results to be achieved.
2. Discuss your project goals and how they relate to the mission priorities discussed above.
3. Describe how project outcomes can be measured.
4. List other groups who are also supporting your project or service.
5. List any relationship with Christ Church Cathedral and its members which could strengthen your application. Note that this is a factor that the Community Grants Committee will take into consideration but that it is not determinative of the success of your application.
6. If you have received a grant from Christ Church Cathedral in the past 3 years, please provide details on how your organization used the grant funds to achieve the goals and outcomes stated in that request.
7. Include a financial statement from the previous year, the current year budget, and a list of board members and management for your organization.
8. Provide copies of an IRS Letter of Determination, confirming that the organization is recognized by the Internal Revenue Service as a 501 (c)(3) non-profit organization, or similar entity, and a Form W-9 showing the organization's Taxpayer Identification Number.
9. Provide any additional information that you think may be of assistance to the Community Grants Committee.