



Community Grants Committee
Community Grant Application Instructions

Please complete and email the application requirements along with supporting materials to: mrg3688@gmail.com by the deadlines appearing below. 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 consider applications that fail to meet this requirement.**

Community grants are funds awarded to organizations two times a year, following several weeks of application processes. Community grant funds are obtained directly by the organizations that apply for them. Though typically awarded to organizations in the Greater Cincinnati area, on occasion, the committee will consider grants that serve organizations outside of Greater Cincinnati. Each year, this committee also considers partnering with churches in the Episcopal Diocese of Southern Ohio to make grants supporting organizations that they serve.

Community grant awards are guided by the mission priorities of Christ Church Cathedral and the Committee. We focus on promoting equity in education, health and safety, economy, social justice, spirituality, and community.

The Community Grants Committee accepts applications from nonprofits from January 1 – March 31 and from June 1 – August 31 each year. Grant awards are made in late Spring and early Winter.

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 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 above.

**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:

- The following items must be contained within one document of no more than 5 pages.
- Describe your project and the results to be achieved.
- Discuss your project goals and how they relate to the mission priorities discussed above.
- Describe how project outcomes can be measured.
- List other groups/grants who are also supporting your project or service.
- List any relationship with Christ Church Cathedral and its members which could strengthen your application. Note that this is a factor that the Committee will take into consideration, but that is not determinative of the success of your application.
- If you have received a grant from Christ Church Cathedral in the past 5 years, please provide details on how your organization used the funds to achieve the goals and outcomes stated in that request.
- Provide any additional information that you think may be of assistance to the Community Grants Committee.
- The following items must also be included in the PDF, but they do not affect the total page count mentioned above:
 - Financial statement from the previous year
 - current and prior year budget
 - list of board members and staff/volunteer organization chart. • 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.
 - Form W-9 showing the organization's Taxpayer Identification Number.