



**ST. MARTIN'S**  
EPISCOPAL CHURCH

## **2025 Grant Application Guidelines**

### **St. Martin's Grant Giving Mission Statement**

The mission of outreach at St. Martin's Episcopal Church is to model the love of Christ by helping the underserved, the disadvantaged, and others broken by life's circumstances. While providing immediate needs such as food, clothing and shelter, St. Martin's outreach also supports organizations that provide service, emotional and spiritual support. Funding is targeted toward Christian programs in the greater Houston area and beyond, particularly those with opportunities for our volunteers to build relationships through hands-on involvement.

### **St. Martin's Episcopal Church Priority Funding**

St. Martin's gives priority to ministries that have many or all of these characteristics:

- Are Faith based,
- Bring about systemic change for children, families, disadvantaged and underserved
- Provide basic needs such as food, clothing and shelter or the means to provide basic needs for oneself
- Have St. Martin's member involved

### **St. Martin's Episcopal Church Does Not Provide Grants for:**

- Individuals
- Testimonial dinners, fundraising events, marketing events or symposium
- Political purposes either directly or indirectly
- Government agencies
- Fraternity or sorority purposes,
- Other grant making entities, for example "pass-thru" companies
- Coverage of past operating deficits or debts
- Seminary funding
- Capital funding
- Agencies funding research
- Specific salary requests
- Disaster funds

## Types of Support

Grants made for the following purposes:

- Project or program support,
- Matching grant,
- Capacity building grant to further expand an agency's effectiveness,
- Evangelism,
- Physical, mental and emotional well-being of the underserved,
- Addressing hunger needs
- Collaborative effort funding
- Doesn't exclude general operating funds, but prefers project/areas that are measurable

## Eligibility

St. Martin's Episcopal Church makes grants to nonprofit, tax-exempt organizations. St. Martin's awards grants only once a year and considers only one application from an organization within a calendar year. Former grant recipients who have not timely submitted acceptable progress reports shall not be eligible for funding in the current year.

## Grant Application, Deadlines, and Process

**All agencies seeking a grant award must be sponsored by a St. Martin's member in good standing. Between November 18, 2024 and January 21, 2025 at 12:00 Noon, please email [grants@smec.org](mailto:grants@smec.org) to request a 2025 Pre-Application, the first step of the process. All Pre-Applications will require a Member (21 years or older) signature excluding St. Martin's Episcopal Staff members and members of the Grant Discernment Committee.**

Pre-Applications are due to [grants@smec.org](mailto:grants@smec.org) by January 22, 2025 before 12:00 Noon. 2024 awardees will complete the 2024 Grant Follow Up Form and include it with their Pre-Application for complete applications.

The second step of the process is by invitation only. Agencies will be invited to the grant application phase by February 1, 2025. Applications will be emailed along with notification.

**No email applications/documentation will be accepted.** One application and attachments will be submitted between February 3 and February 12, 2025 before 12 p.m. Noon. Application/attachments can be accepted by St. Martin's Episcopal Church Receptionist office only or mailed to:

Cyd Gillette  
Director of Outreach Ministries  
St. Martin's Episcopal Church  
717 Sage Road  
Houston, Texas 77056

**Applications must be received at St. Martin's by February 12, 2025 by 12 p.m. Noon.** Applications that do not follow the requirements will not be considered.

Between March 20 and May 1st, a grant reviewing committee member will contact the agency to schedule a site visit.

By June 15th all applicants will be notified in writing about any action taken by St. Martin's Episcopal Church. If a grant is awarded, a check will be mailed by June 15, 2025.

## **Grant Follow Up Form**

By January 22, 2025 each 2024 grant recipient will submit a report describing the process made and/or milestones achieved in furtherance of the purposes of the grant. The report is due with the Pre-Application for 2025 in order to have a complete application for 2025. This form is on our website.

## **Commitment to Informed Grant-making**

St. Martin's performs due diligence on all grant applicants to ensure the organization is an effective and healthy nonprofit organization. St. Martin's takes into consideration not only the written application, but also the results of telephone interviews and site visits. After a grant is awarded, grantees are required to provide documentation about the project's fulfillment/completion.

## **Not All Projects Can Be Funded**

St. Martin's Episcopal Church has the responsibility for the final approval of each grant. Since St. Martin's Episcopal Church receives funding requests that far exceed our grant budgets, we cannot fund every worthy project. A decision not to fund a proposal does not reflect on the merits of the proposal or the applicant's organization.