



ST. MARTIN'S
EPISCOPAL CHURCH

2019 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 emotional and spiritual support. Funding is targeted toward Christian programs in the greater Houston area, especially those with opportunities for our volunteers to build relationships through hands-on involvement and those that drive systemic change in remedying particular social ills.

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
- Serve within the greater Houston area, and
- Current involvement by St. Martin's members.
- Episcopal Ministries

St. Martin's Episcopal Church Does Not Provide

Grants for:

- Individuals,
- Testimonial dinners, fundraising events, marketing events or symposiums,
- 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

Types of Support

Grants are 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. Request for a 2019 grant application should be made to Cyd Gillette, Director of Outreach Ministries, at cgillette@stmartinsepiscopal.org. All applications will require a Member signature excluding St. Martin's Episcopal Staff members and members of the Grant Discernment Committee.

An applicant must submit **two paper copies** of the following for a fully completed St. Martin's Episcopal Church Grant Application:

- Grant Application with sponsor signature
- Latest IRS letter(s) regarding its current tax-exempt status under Section 501(c)(3) or Section 170(c) and its public charity status under Section 509(a)(1), (2) or (3) of the Internal Revenue Code.
- Current board of directors or trustees list,
- Current Executive Director resume,
- Current 2019 budget for the specific project (if applicable),
- Current 990 for 2018 (at least 2017)
- 2019 Cash Flow statement and projections
- 2018 Income Statement/Statement of Activity
- 2018 Statement of Financial Position/Balance Sheet
- 2019 annual operating budget, and
- Most recent audited financial statement.
- Explanation of loss if applicable
- If applicable, the Grant Follow Up for the prior year funding

No email applications/documentation will be accepted. An application must be submitted between January 15 and March 15, 2019, to:

Cyd Gillette

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

Applications must be *received* by March 15 @ 5:00pm including mailed applications. . Applications that do not follow the requirements will not be considered. Grant application packets should be drop off at the front receptionist office by the Chapel between 8:00am and 5:00pm Monday-Friday between January 15 and March 15, 2019. Each packet dropped off at the receptionist office will require the signature of person dropping off the packet. If mailed, grant applications must be received by March 15. An email acknowledgment will be sent to the applicant within 10 days of receiving its grant request and will note if the application is complete or not. IF an agency does not receive an email, we have not received your application. Submitted materials will not be returned.

All inquiries should be directed to Cyd Gillette at 713-830-4128 or cgillette@stmartinsepiscopal.org.

Between April 15th and September 20th, a grant reviewing committee member will contact the agency to schedule a site visit. If St. Martin's requests additional information, failure to submit within 30 days will result in removal of the proposal from the review process.

By November 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 November 15th, 2019.

Grant Follow Up Form

By March 15, 2019, each 2018 grant recipient shall resubmit a report describing the process made and/or milestones achieved in furtherance of the purposes of the grant. This form is on our website, <http://stmartinsepiscopal.org/grant-requests-and-recipients/>.

Commitment to Informed Grant-making

St. Martin's performs due diligence on all grant applicants to assure 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.