



**ST. MARTIN'S**  
EPISCOPAL CHURCH

## **2021 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 2021 grant application should be made to Tracee Martin, Administrative Assistant for Outreach Ministries, at [tmartin@stmartinsepiscopal.org](mailto:tmartin@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 2021 budget for the specific project (if applicable),
- Current 990 for 2019 (at least 2018)
- 2021 Cash Flow statement and projections; ie plans for income(1) list foundations name and requested amounts and (2) list entities ie. Events, Individuals (as a group), Endowment, Government, Churches, United Way, etc...
- 2020 Income Statement/Statement of Activity
- 2020 Statement of Financial Position/Balance Sheet
- 2021 annual non-profit 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 12, 2021, to:

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

Applications must be *received* by March 12 @ 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 in the Student Ministry Building, 717 Sage Building 9, between 8:00am and 5:00pm Monday-Friday between January 15 and March 12, 2021. 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 12. 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 Tracee Martin at 713-985-3811 or [tmartin@stmartinsepiscopal.org](mailto:tmartin@stmartinsepiscopal.org).

Between April 15<sup>th</sup> and September 20<sup>th</sup>, 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 15<sup>th</sup> 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 15<sup>th</sup>, 2021.

## **Grant Follow Up Form**

By March 12, 2021, each 2020 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.