



Outreach Grant Application

Each application should be submitted with a cover letter that includes: the information listed below in #1, the exact dollar amount and time frame of the request, and a short paragraph explaining the purpose of the grant. All grant requests should be submitted electronically via email.

- 1. Name and address of Organization or Individual** for which grant is requested. If applicable, please also provide the title/name of the program within the organization this grant will benefit.
- 2. Name and contact information** of St. Paul's parishioner initiating request. If someone other than the sponsoring parishioner should be considered the main information source, please provide that person's name and contact information as well.
- 3. State the amount of funding** requested and what period of time the project covers.
- 4. Grant Description**
 - a) Provide description, nature and purpose for which the grant is being requested.
 - b) What will be accomplished if the money is granted?
 - c) Who are the beneficiaries of the project/grant?
 - d) How will this project make a difference when compared to other projects of a similar nature? How innovative is this project?
 - e) How will this project fit into the outreach ministry of St. Paul's?
- 5. St. Paul's Involvement**
 - a) Describe the level of participation or leadership committed by the St. Paul's sponsor.
 - b) Describe the plan for recruiting additional St. Paul's parishioners.
 - c) Who will supervise and provide leadership?
- 6. Program Costs**
 - a) Provide a detailed, itemized budget for the proposal.
 - b) Include the life expectancy of the project.
 - c) List all sources of funding; include any other requests for funds that have been made.
 - d) If possible, please provide the most recent year-to-date financial statements and year-end financial statement.
- 7. Organization Description**
 - a) Briefly describe the organization(s) involved with this proposal. What affiliation, if any, does this proposal have to a religious, charitable or other organization?
 - b) Briefly describe the level of partnership expected/projected.
 - c) Briefly describe the supervisory authority (if applicable).
- 8. Publicity**
 - a) How will the project be publicized at St. Paul's, the organization and the community?
- 9. Evaluation**
 - a) What evaluation process will the project have?