

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?