

Emmanuel Episcopal Church
Mission and Extended Ministries Committee
498 Prince Avenue, Athens, Georgia 30601

Application for Mission and Extended Ministries Support

Mission of Emmanuel's Outreach and Extended Ministries: To give and receive Christ's love with intention by serving the poor, the hungry, the sick, the marginalized, the oppressed, and the outcast within our community, the nation, and the world.

1. Area of Funding (Please check one): Children/Family Support Homeless/Poverty Other _____

2. APPLICANT _____ 3. DATE _____

4. EMPLOYER IDENTIFICATION NUMBER _____

5. ADDRESS _____ 6. PHONE _____

7. TAX EXEMPT? YES ___ NO ___ If yes, under what section of IRS Code? _____

8. GOVERNING BODY _____

Please attach a list of your Board of Directors, Trustees, and/or others who are responsible for governing and setting policy for your organization.

9. CONTACT PERSON _____ 10. PHONE/EMAIL _____

11. GOAL AND HISTORY OF ORGANIZATION _____

12. AMOUNT REQUESTED \$ _____ 13. IN-KIND SERVICES REQUESTED _____

14. DESCRIPTION OF PROJECT INCLUDING HOW THE FUNDS WILL BE USED (Attach additional material as required/needed.)

- Please include a detailed budget for the project.
- Please attach your last two years' financial statements
- Be sure to identify all funding sources for your organization and the project.
- Have you requested the same funding from another agency? _____
If so, how much and from whom? _____
- Have you received funding from Emmanuel in the past? _____
If so, please provide date/amount/purpose _____
- Timeline for funding need _____

Applications are due quarterly for consideration: March 31, June 30, September 30, and December 31. Submit 10 hard copies of application and all additional required information to 498 Prince Avenue by 5pm on the deadline date. Applications should be marked: ATTENTION: MEMC. Applications received after this time and faxed applications will not be accepted.

Emmanuel Episcopal Church
Mission and Extended Ministries Committee

Information and Considerations for Mission and Extended Ministries Support

Mission of Emmanuel's Outreach and Extended Ministries: To give and receive Christ's love with intention by serving the poor, the hungry, the sick, the marginalized, the oppressed, and the outcast within our community, the nation, and the world.

Considerations for Support: Proposed projects should meet a majority of the considerations listed below.

Proposed project/organization:

1. Meets mission of Emmanuel's Mission and Extended Ministries Committee (MEMC).
2. Matches Emmanuel's area of funding priorities.
3. Offers opportunities for in-kind services or parish volunteer involvement.
4. Demonstrates need for grant funding.
5. Presents reasonable project budget.

Application Form Instructions and Guidance:

1. Area of Funding: On the application form, check which area of funding best fits the proposed project. If it does not fit the two priority areas listed, check "other" and describe what type of project you are providing in space provided.
2. Applicant: provide legal name of organization applying for funds.
3. Date: provide today's date.
4. Employer ID Number: provide EIN number, if available.
5. Address: provide complete mailing address—if P. O. Box, provide street address also—of the organization including state and zip.
6. Phone: provide phone number of organization.
7. Tax Exempt: provide information on tax exempt status, if appropriate.
8. Governing Body: provide a list of the Board of Directors, Trustees, and/or others who are responsible for governing and setting policy for the organization.
9. Contact Person: provide name of the contact person for the project.
10. Phone/Email: provide phone number and email address for contact person.
11. Goal and History of Organization: provide a brief history of the organization applying for funds as well as the goals or mission of the organization. Attach additional page(s) if needed.
12. Amount Requested \$: provide total dollar amount requested from Emmanuel. Emmanuel reserves the right to fund all or part of a request.
13. In-Kind Services Requested: Emmanuel Episcopal Church, in addition to financial assistance, may be able to offer spiritual support, in-kind (such as accounting, medical, dental), and general volunteer services. Describe any in-kind services or support requested, including, type(s) and details.
14. Project Description: give a description of the project for which you are seeking funding, indicating goals and objectives of the project and including uses of the funds, detailed project budget, last two years' financial statements, all funding sources for organization and project, information on other funding requests, previous funding from Emmanuel Church, and timeline for funding need. Attach any additional information as required or needed to describe project.

Timetable:

Emmanuel Episcopal Church will evaluate applications on a quarterly basis. MEMC will notify the applicant about funding decisions approximately 1 month after grant deadline. Unsuccessful applicants may apply again. Successful applicants may be asked to submit an end of the project status report.