

# **Grant application**

## **Episcopal Diocese of Southwest Florida**

Name of congregation/group seeking the grant \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ZIP: \_\_\_\_\_

Contact person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_

Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

We seek a grant of (amount) \_\_\_\_\_

Describe the program or project, including the need within your congregation or community, expected outcomes, how it will be structured, who will oversee it, his/her qualifications. (Attach additional pages as necessary.)

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**Attach an itemized, detailed budget** for the program or project, listing all sources of funding, including other requests for funding you have made. This budget should address the following:

- (1) Explain how you intend to sustain the program or project after the grant money has expired.
- (2) If you are seeking money for personnel, attach a business plan that shows how you intend to keep funding the position once the grant money runs out.
- (3) If you are seeking funds for equipment, please indicate how you plan to maintain and insure this equipment, and replace it when it has outlived its useful life.

**Please also provide the following:**

- (1) A copy of your most recent parochial report;

- (2) A copy of your most recent balance sheet or financial statement;
- (3) A copy of the most recent endowment statement.

Tell us how this proposal fits in with the mission of your congregation and the Diocese of Southwest Florida:

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How will this grant make a difference in your congregation? What will you do if your request is not granted, or not granted in full?

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**By your signatures you acknowledge the following:**

- \* This is a one-time, nonrenewable grant.
- \* These grants are intended for enhancements and enrichments. They are not intended to cover the basics of your operating budget. They are also not intended as crisis/disaster funding.
- \* You will submit an annual program report and a financial expenditures report.

Signatures of:

\_\_\_\_\_  
Contact person for applicant group

\_\_\_\_\_  
Rector/vicar/priest-in-charge, if different from the above

\_\_\_\_\_  
Senior Warden

\_\_\_\_\_  
Treasurer