



Application for a 2019 Community Grant

General Instructions:

- This application must be submitted no later than January 31, 2019.
- Please do not exceed the character or page limits, but feel free to submit shorter responses. Brevity is appreciated!
- We want to encourage you to use our online grant application but if you are experiencing technical difficulties with Episcopal Impact Fund's online granting link, you may email your application and attachments to Kendall Laidlaw at klaidlaw@episcopalimpact.org . You may also direct any questions about this application to Kendall.
- Site visit are required for grant finalists. To facilitate planning, please provide at least three dates and times between February 19 and March 8 when 2-4 members of our team may visit for up to 90 minutes.

Date of application:

Name of organization to which grant would be paid. Please list exact legal name:

Purpose of grant (one sentence):

Address of organization:

Telephone Number: E-mail:

Executive director:

Contact person and title:

1. Is your organization an IRS 501(c) (3) not-for-profit? Yes or No
If not, do you have a fiscal sponsorship agreement with a IRS 501(c) (3) not-for-profit?
Yes or No
2. If you have previously received funding from Episcopal Impact Fund, was your last grant prior to 2018?
Yes or No
3. Does your organization provide direct services to people living in poverty, **with a focus on children, youth or their families and caregivers**, in one of these Bay Area Counties or cities?
Alameda
Contra Costa
Marin
San Francisco
San Mateo
Palo Alto
Yes or No



4. Is your request for operating or program support, rather than special events (e.g. galas, endowments or to support an individual)?
Yes or No

If your answer is yes to each of these questions, please complete the remaining questions.

If not, your organization is not currently eligible for funding from Episcopal Impact Fund.

5. Amount requested (up to \$35,000)
Total organizational budget (for current year):
Dates covered by this budget (month/day/year)
6. Please write your proposal using the following format, answering questions in the order listed and using headings as provided.

I. PROPOSAL SUMMARY: (2000-character limit, not including spaces)

Please briefly summarize why your organization is requesting this grant, how you will spend the funds if a grant is made and what outcomes you hope to achieve. If the grant will allow you to create or expand a program, please briefly describe this program.

(Please note, Episcopal Impact Fund grants may be used for general operating support.)

II. NARRATIVE—Three pages maximum.

- A. **Background**—Describe the work of your organization, addressing each of the elements below. If you plan to direct a grant to a particular program, please focus your response on that program.
1. History and mission.
 2. Current programs and accomplishments. Please emphasize the achievements of the recent past.
 3. People served by your organization, including:
 - a) Overall number served and how many of those are children, youth, their families or caregivers.
 - b) Demographics of those served, including race, ethnicity and income level. Estimates are acceptable.
 - c) Place of residence of those you serve, giving as much detail as possible.
 4. Please describe how the people you serve are involved in your governance.
- B. **Ecosystem for Change**--Please describe how your work address one or more needs identified in Episcopal Impact Fund's Ecosystem for Change ([hyperlink](#))
- C. **Evaluation**—Please describe your criteria for a successful program, the outcomes you expect to achieve and how you will measure these outcomes. If this is an existing program, please summarize your outcomes for up to 2 previous years.

III. ATTACHMENTS—Please attach the following:

- A. **Financial Information**—Please provide the dates that each document covers.



1. **Your MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
2. **Your OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. A list of foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.

B. Other Supporting Materials

1. A list of your board of directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your organization's tax-exempt status, or, a copy of your agreement with your fiscal sponsor.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report, if available.
5. **At least three dates and times between February 19 and March 8 when 2-4 members of our team may visit for up to 90 minutes.**