

St. Luke's Episcopal Church Foundation

Salisbury, North Carolina

(Application Due dates are April 1 and October 1)

To: All Grant Applicants

The Board of Trustees of St. Luke's Episcopal Church Foundation welcomes your interest in applying for funds to support your project or program. Our Foundation is totally committed to Christian evangelism and improving the quality of life.

General Information

The Foundation has two grant cycles per year. Grant Applications for the spring cycle are due by April 1; grant applications for the fall cycle are due by October 1. All applicants are advised of their grant's status within 90 days of the due date. (131 West Council Street, Salisbury, NC 28144)

To assist you in understanding the types of projects and programs the Foundation is interested in supporting, please refer to the following category listing, in random order, of the types of efforts the Foundation may favorably consider. This is not an inclusive list, but it suggests the general direction of Foundation interest:

- Foreign Mission projects or programs that will utilize funds exclusively for Christian evangelism in the spread of Christ's church through missionaries or missions, health services and education by nonprofit. Preference may be given to projects with an Episcopal connection.
- Projects or programs aimed at providing for Christian outreach in North Carolina with an emphasis in the Salisbury-Rowan community.
- Projects or programs that address social problems and provide opportunities for positive interactions.
- Programs that support and improve opportunities for at-risk youth and families in crisis.
- Efforts aimed at enriching our communities through exposure to the cultural arts.

The Foundation is also interested in programs and projects that demonstrate the attributes of leverage (where a grant will attract matching gifts or other funding), as well as innovation, thoroughness, passion, and commitment.

Upon the one-year anniversary of the grant award, the receiving organization is required to submit a written summary report on the status of the project receiving funding from the grant. Annual summary reports are to be forwarded to the Foundation until the funded project is completed.

Grant Application Procedure

1. Complete the Grant Application form with the Board Chairman, Executive Director, or President signature.
2. Include the following with the application form:
 - a. Cover Letter not more than two pages long addressing the following:
 - Objectives and background of the project;
 - Specific plans and timetables for accomplishments;
 - Description of both the current and long term funding plans;
 - b. Qualifications of the organization and project personnel
 - c. A budget for the specific project detailing how the funds will be spent and all sources and amounts of income. You must also submit a budget for your organization detailing both expenses and income for the current fiscal year. In the case of additional financial support, please list each source by name, amounts, and date committed
 - d. A copy of the most recent IRS 990 form or financial report for your organization approved and signed by your accountant auditor, chief financial officer, or financial director
 - e. List of your current Board of Directors or Trustees
 - f. Copy of your organization's IRS 501(c)3 or appropriate tax determination status letter. *(If your organization's exempt is as a local unit of a national organization, attach your certification of membership. **Do not send** federal tax ID number or state exemption notice)*
3. Mail the completed application and one copy of any supporting materials and/or pictures post marked by the required due date for the grant cycle.
4. Do not staple or bind materials together; please place in a folder or small ring binder.

Upon the one-year anniversary of the grant award, the receiving organization is required to submit a written report on the status of the project. Discuss the outcome of this project: How many people worked on the project; Budget for the project; Were you able to complete the project as proposed? What obstacles did the project face? Who are the beneficiaries of the project and what is the impact? Annual summary reports are to be forwarded to the Foundation until the project funded is complete.

If your grant is selected by the Foundation's Board of Trustees, you will receive a Letter of Agreement to be signed by an authorized agent of the organization. Grant funds may be made on an installment basis, depending upon the scope of the award.

Mail the application and supporting materials to: Foundation Grant Application Review, St. Luke's Episcopal Church Foundation, 131 West Council Street, Salisbury, NC 28144, or to: foundation@stlukessalisbury.net

The St. Luke's Foundation Grant Application Checklist

Did you include the following?

- Cover letter with:
 - Objectives and background of the project
 - Specific plans and timetables for accomplishments
 - Description of both current and long term funding plans
- Signed and completed grant application form.
- List of current Board of Directors or Trustees.
- Copy of your organization's IRS 501(c) 3 or appropriate tax determination status letter. (*If your organization is exempt as a local unit of a national organization, attach your certification of membership.*) Do not send federal tax ID number or state exemption notice.
- Organizational budget for the current fiscal year budget.
- Project budget detailing how the funds will be spent and all sources and amounts of income.
- IRS 990 form or financial report for your organization approved and signed by your accountant, auditor, chief financial officer or financial director.

Deadlines for submission of grant applications is received by the Foundation by April 1 for the spring grant cycle and received by the Foundation by October 1 for the fall grant cycle.

All completed grant applications should be mailed to:

St Luke's Foundation
131 West Council Street
Salisbury, NC 28144

Or to:

foundation@stlukessalisbury.net

ST. LUKE'S EPISCOPAL CHURCH FOUNDATION, INC.
131 West Council St.
Salisbury, NC 28144

ST. LUKE'S COMMUNITY OUTREACH FUND

Grant Application Summary

(Important: This summary will be used for the initial screening of applicants)

Name and Address of Organization:

Date: _____

Program for which grant is requested:

Date of Organization or Incorporation: _____

Amount of Grant Request: _____

Is your organization 501(c)(3) tax exempt? Yes _____ No _____

(Enclose copy of IRS Determination Letter)

From the St. Luke's Episcopal Foundation By-Laws

“Fund C is to be known as St. Luke's Community Outreach Fund, the income from which will be limited to providing for the Christian outreach in North Carolina with an emphasis in the Salisbury-Rowan community.

1. Please concisely address the following: (1) Statement of purpose of your organization. (2) Current main source of funding.
2. Discuss briefly your and/or your organization's background and experience as it relates to Christian outreach in North Carolina with an emphasis in the Salisbury-Rowan Community.

3. Discuss your grant proposal in some detail, including: the individuals and/or organization benefiting from this proposal, a description of the need to be addressed, why this need is worthy of attention, how the need was first identified, why this grant proposal is an efficient and effective way to address this need and, if funded, how would the results of the proposal be conveyed to the Foundation the St. Luke's Episcopal Church.

4. When will you send a follow-up report on the activities/projects involved in this grant?

Name of person making application

Title

Printed name:

If applicant has previously received a grant from the Foundation, indicate when below:

Date of Grant

Grant Amount

Project Funded
