MISSION STATEMENT:

The Outreach Commission of Trinity Episcopal Church vows to seek and serve Christ in all persons, in love and generosity.

The Outreach Grant Allocation Committee can award grants for amounts between $100 and $1000. Priority will be given to proposals that:

- Support the Outreach Mission Statement.
- Focus on programs providing food, housing, education, or other services to children, families, the disadvantaged, and the underserved.
- Propose small innovative projects that will make a direct difference in people's lives.
- Empower individuals to make substantive changes in their own lives.
- Foster relationships that are grounded in mutual respect and equality.
- When possible provide opportunities for Trinity parish members to volunteer and build relationships with the served community.

Individual projects may be funded for up to three years. However, funding must be requested by re-application each year. If awarded funds are not used for the approved project, any unused funds must be returned to Trinity Episcopal Church.

In the past, the Trinity Outreach Grant Allocation Committee has received more applications for funds than funds available. Therefore, the Grant Committee will take into consideration other funding sources for the organization, from both Trinity Episcopal Church and outside sources, in determining whether to award a grant. Partial grants are also sometimes awarded.

If you require funds by a specific date, please give a detailed explanation on line 8.

2020 Applications are due by 5:00pm on Friday, February 28.

If you need assistance with the application process, please contact the Outreach Grant Allocation Committee Chair, Deacon Connie Peppler: conniepeppler@gmail.com
All applications must include the following:

- **A Trinity Episcopal Church Member Sponsor.** The Sponsor can not be part of the project coordinator or a member of the project coordinator’s family. Parish Staff and Grant Allocation Committee* members or their immediate family may not sponsor grants. Each member of the Trinity may only sponsor one grant each year.

- **Cover Letter from the Trinity Sponsor.** (1 page.) The cover letter should include the following:
  - A brief history of your relationship with the organization and/or program for which monies are requested.
  - Why you think this organization should be considered for a Trinity Outreach Commission Grant.
  - The purpose of the grant (no more than 2-3 sentences.)

- **Completed Grant Request Form** (2 pages, see following.)

- **Itemized Budget for the Proposed Grant Funds** (see #13 of the Grant Request Form.)

- **Evaluation Report for Prior Years Grant** (1-2 pages, plus photo attachments.) If the Organization received grant from Trinity Episcopal Church in the last three years, they must provide (or have previously provided) Trinity with a post-grant evaluation report. That report should include:
  - A description of how the grant money was spent.
  - What worked and didn’t work with the prior grant.
  - What would you do again, and what would you do differently?
  - Photos of the project – if feasible and appropriate (The Grant Allocation Committee would particularly like to receive photos as electronic attachments so that we can use them in presentations to the parish to show how Trinity grant funds are being used in our community and the world.)
  - Suggestions concerning how the Trinity Outreach Grant process could be improved.

**Applications are due by 5:00pm on Friday, February 28.**

Grant applications should be submitted electronically as an email attachment to grants@trinitybloomington.org. If you are unable to submit electronically, please contact the Grant Allocation Committee for assistance.

*Members of the Trinity Outreach Grant Allocation Committee may not be an officer, director, employee, or major volunteer (10+ hours per month), nor receive any financial or other significant benefits of any organization requesting a grant.
1. Name of organization: ______________________________________________________

2. Program for which grant is requested: ______________________________________

3. Name of sponsoring Trinity member: _________________________________________

4. Name and contact information of person who can answer questions about this application:
   
   Name: __________________________________________________________________

   Address: __________________________________________________________________

   Phone number and email address: ___________________________________________

5. How did you hear about the Outreach Grant process? ____________________________

6. What is the mission of your organization? ____________________________________

7. Amount requested $_________________

8. By what date do you need the grant money? _________________________________

   Why is this date important? ______________________________________________

9. Who will supervise the project and to whom is the supervisor accountable? 

10. Is the project new work or the extension of old or existing work? ______________
11. Provide a **brief** synopsis of your organization’s history. (No more than one half page.)

12. Program Description:
   - What is the nature of the program/project?
   - What will be accomplished if the money is granted?
   - What is the life expectancy of the project beyond the time frame for which the grant is being requested?
   - How will it sustain itself beyond the period covered by the grant?

13. What is the cost of the project? Please include an **itemized budget** of the program/project.

14. What other/additional sources of funding does the organization have available to complete this project?

15. **Evaluation**: How will you know whether the grant has had a positive impact on those it is meant to serve? How will you measure this impact?

   *Reminder: End of year report/evaluation. See Guidelines*
   Due 12/31/20