TRINITY EPISCOPAL CHURCH
BLOOMINGTON, IN
OUTREACH GRANT APPLICATION 2023

MISSION STATEMENT**:

Trinity Outreach Commission follows Christ's teaching by serving the needs of marginalized and underserved people. Outreach provides opportunities and inspiration for Trinity parishioners to do the same.

The Trinity Episcopal Church Outreach Commission awards annual grants to organizations and programs outside the parish who minister to children, families, the disadvantaged, and the underserved. International projects with ties to the Trinity community are also welcomed.
The 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.
- Empower individuals to make substantive changes in their own lives.
- Foster relationships that are grounded in mutual respect and equality.

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 Grant 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.

2023 Applications are due by 5:00pm on Friday, March 31st.

If you need assistance with the application process, please contact the Grant Committee Chair, Gloria Hasler: gloriahasler0915@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 Committee members or their immediate family may not sponsor grants. Each member of Trinity may only sponsor one grant each year.

☐ **Cover Letter from the Trinity Sponsor.** (1 page.) The cover letter should include:
- 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 Grant?
- The purpose of the grant (no more than 2-3 sentences.)

☐ **Completed Grant Request Form** (see Grant Request Form p. 3)

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

☐ **Evaluation Report for Prior Year's Grant:** see page 5 (1 page, plus photo attachments.) If the Organization received a grant last year, it must provide (or have previously provided) Trinity Church with a post-grant evaluation report.

Completed Applications and sponsor letters are due by 5:00pm on Friday, March 31st.

Grant applications should be submitted electronically as an email attachment (**either as a Word Document OR PDF**) to grants@trinitybloomington.org. If you are unable to submit electronically, please contact the Grant Committee for assistance.

TRINITY EPISCOPAL CHURCH
BLOOMINGTON, IN
GRANT REQUEST FORM

1.　　Name of organization:_____

　　a.　501 3(c) status?　　　□ Yes　　　　　　□ No

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/Title: _____

Phone number: _____

Email: _____

***Address:** _____
　　This is the address to which the funds will be mailed.

5.　　 Who will supervise this project? _____
(If different from contact above)

Phone number:_____

Email: _____

6.　　What is the mission of your project/program? Please explain how this is congruent with Trinity Outreach Commission mission statement**. (In 2-3 sentences)

7.　　Amount requested　　　$
The timing of distribution is dependent upon Trinity's fund availability.

8.　　Is the project new work or the extension of old or existing work? (please check one)
　　　□ New　　　　　　　　□ Existing

3

9.   Provide a **brief** synopsis of your organization's history. (**No more than one half page.**)
        Number of years in existence?

10.   Program Description:
    a. What is the nature of the program/project and how does it fit with the needs of you
        population?

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

Items purchased	Cost per item	Total per item	Total

GRAND TOTAL:

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

13.   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?

14.   Submit electronically to grants@trinitybloomington.org

*Reminder: End of year report/evaluation.
See Evaluation Form (last page of this application)*
Due 12/31/2023

TRINITY EPISCOPAL CHURCH
BLOOMINGTON, IN
GRANT EVALUATION SHEET 2023

PLEASE RETURN ELECTRONCIALLY TO GRANTS@TRINITYBLOOMINGTON.ORG BY 12/31/2023.

Please provide the following:

1.   Name of project as used in grant application.

2.   A description of how the grant money was spent.

Items purchased	Cost per item	Total per item	Total

GRAND TOTAL:

3.   What worked and didn't work during the project?

4.   What would you do again, and what would you do differently?

5.   Photos of the project—if feasible and appropriate. (The Grant Committee would appreciate project photos as electronic attachments to this evaluation.)

6.   Any suggestions as to how the Trinity grant process could be improved.