ST. MICHAEL'S EPISCOPAL CHURCH, COMMUNITY OUTREACH GRANTS

GRANT PROPOSAL INSTRUCTIONS:

Program Description:

St. Michael's Episcopal Church has a long and dedicated history of assisting those in need throughout Bristol, RI, and the broader East Bay community. Our outreach efforts provide support through both financial aid and direct service.

The church's grant proposal process is administered by the Community Outreach Grants Committee (COGC), which is part of the larger Outreach Committee and includes two Vestry members.

St. Michael's Outreach supports the community through both financial aid and direct service.

- Grant Program: The Committee will fund three grants of $3,000 each year.
- Direct Ministries: Our ongoing efforts include Laundry Love (twice monthly at Star Laundromat) and Building Bridges, a monthly luncheon for Veterans held at the Parish House.

Eligibility Requirements:

To be eligible for this grant, applicants must meet the following criteria:

- Service Area: The organization must provide services directly to disadvantaged populations within Bristol and the East Bay Area of Rhode Island.
- Nonprofit Status: Must possess and provide proof of 501(c)(3) nonprofit status from the Internal Revenue Service (IRS) at the time of application submission.
- Program Outline: Must submit a detailed program outline that targets a specific, defined population and includes measurable goals and outcomes. (see grant criteria elements)
- Financial Commitment: Must commit to expending the full grant amount ($3,000) within twelve (12) months of the date of receipt.
- Submission: All applications must meet all outlined grant submission requirements and be received by the ***last workday in January.*** Late or incomplete applications will not be considered.
- Site visits: The Outreach Committee will conduct follow-up visits with organizations receiving March grants in the spring.
- Post-Grant Requirement: The organization's Executive Director (or an authorized representative) must agree to the presentation to the St. Michael's Church congregation. This short presentation will focus on the impact of the $3,000 grant on the organization's services and essential work.

Grant Proposal Timeline:

- On the ***Second Monday in December,*** the Proposal Form and Instructions will be posted on St. Michael's website and Facebook page.
- The electronic proposals are due b***y 5:00 pm on the last workday in January***
- ***Grants will be awarded in March.***

Grants will be evaluated using the following criteria:

- All parts of the application are fully completed.
- The organization's program responds to a serious community need.
    - Definition of a serious community need: A significant, urgent, evidence-based problem that negatively affects a specific population or the community as a whole.
- The organization's program will bring about tangible changes in people's lives.
- The plan for St. Michael's grant fund identifies a specific focus area and target population.
- No more than 25% of the funds will be used for salaries.

The following elements of the Community Grant Application must be included:

1. Cover letter
2. List of the Board of Directors or the governing body
3. Internal Revenue Service 501(c)(3) nonprofit status letter
4. The most recent IRS Form 990
5. Most recent Statement of Activities (Income Statement)
6. Most recent Statement of Financial Position (Balance Sheet)
7. Annual Report (if the organization has one)
8. Optional documents: (Brochures or printed materials)

Grant Proposal Submission Instructions:

1. The cover letter, along with the Grant Proposal Form, must be received by 5:00 pm on the ***last workday of January.***
2. Questions about St. Michael's grant process should be directed to Deb Rude, Chair of the Community Outreach Grants Committee.

Note: Ordinarily, an organization may apply for and receive St. Michael's grants for three consecutive years, then wait at least one year before applying again.