



Outreach Grant Application

Overview

St. Andrew's Outreach Ministry supports a number of third-party outreach mission partners with whom we have permanent ongoing relationships. Our relationships with these partners involve financial assistance which has a significant impact on the organization and also provides meaningful volunteer opportunities for members of our church.

St. Andrew's Outreach Ministry also has funds available to finance one-off grants to third party charitable organizations either domestically or internationally based. These people and/or organizations must be involved in providing assistance in one or more of the following areas:

- Providing material assistance for basic necessities of living
- Providing support for special populations, e.g., women, children, the elderly, disabled persons, disadvantaged persons.
- Providing learning opportunities for various ages and interest groups
- Providing emergency relief for victims of natural disasters
- Identifying projects that give evidence of special qualifications and callings that are intended to advance the wellbeing of the community
- Advancing opportunities to engage in ministry
- Enhancing worship and supporting liturgical innovation.

Outreach Grants are intended to strengthen community vitality and advance the Christian ethic of loving our neighbors. The applicant for the grant must be a St. Andrew's parishioner. The grant will seek to promote new and existing initiatives that nurture and reimagine congregational life, and deepen relationships with God. (Organizations affiliated with the Episcopal Church will be taken into account in considering the grant application.)

Successful grant applications will be project-specific and may address new needs or significant expansions of existing projects.

The maximum grant available under this program is \$5000.

The Outreach Committee of St. Andrew's Church, Wellesley, MA is the grantor of the program. In addition to reviewing applications and awarding support, the Outreach Committee welcomes the opportunity to work with potential applicants at all stages of the process.

Application Procedure

The grant committee encourages you to submit applications electronically (email attachments as MS WORD and/or PDF) to outreach@standrewswellesley.org

Contact Information

Please direct questions, comments, and suggestions to the Head of Outreach Committee, St. Andrew's Church, 79 Denton Road, Wellesley, MA 02482, or 781-235-7310 .

- A. **Cover Page.** A single page shall contain identification, contact information, and a brief description of the project.

Please include all of the following information on the cover page of your application:

1. The name of individual or organization applying for the grant.
 - a. Contact information: Name, day and evening telephone numbers, and email address.
 - b. The amount requested for the grant.
 - c. In one paragraph, please summarize the principle aim(s) of the project.

- B. **Project Description.** Please include a one-page narrative of the project that addresses:

1. Goals
 - a. Describe the need or issue to be addressed by the proposed project.
 - b. State the goals of the project.
2. Description
 - a. Describe the specific ways you hope the project will transform participants, facilitators, the community, and others.
 - b. Describe the specific activities involved in the project, including who will implement them and where they will take place.
 - c. Estimate the number of participants who are expected to benefit from the grant money.
 - d. Describe the timeline for rolling out the project.
 - e. Describe plans for building support to continue the project beyond the life of the seed grant, if applicable.
3. Evaluation
 - a. Describe expected outcomes that will be used to evaluate the success of the funding.
 - b. Provide an in-person (preferably) or written evaluation of the project.

C. Final Check

Thank you for completing your Outreach Grant Application.

Please check that your application follows the suggested format and includes required material:

1. Cover Sheet
2. Project Description

Frequently Asked Questions

What types of projects may and may not be funded with an Outreach Grant?

Outreach Grants are intended for use as seed grants to support new projects or new components of existing programs. They can also be used to support existing, established charities that have special needs. Grant funds are not intended for the hiring of ongoing personnel or for supplementing an organization's operating budget.

When are Outreach Grant applications due? Where should they be sent?

Completed Outreach Grant applications may be submitted at any time but are reviewed 2x/yr. The outreach meetings in June and November will be dedicated to grant review, therefore the **deadlines are May 31st and October 31st of each year**. Please submit electronic applications by email to outreach@standrewswellesley.org, or mail to Head of Outreach Committee, St. Andrew's Church, 79 Denton St., Wellesley, MA 02482.

Whom should I contact with comments or other questions?

If you have questions, comments, or suggestions, please contact the committee through outreach@standrewswellesley.org, or by phone 781-235-7310

Other grant application regulations:

1. A quorum of 7 members of the outreach committee must be present in order to review and vote on an application. Of the seven members, one must be a warden, one a clergy and one must be the outreach chair. A majority vote will be needed to approve the grant.
2. If an outreach committee member is the one requesting grant funding, they must not be present when the committee votes whether to fund the grant.
3. The person requesting the grant funding must be present during the review process and before voting to answer questions and give additional detail if necessary.