

# St. James Charities Foundation

## Grant Application

766 N. Main Street  
Hendersonville, NC 28792  
828-693-7458

email: [stjamescharities@bellsouth.net](mailto:stjamescharities@bellsouth.net)

### Only Henderson County Projects and Organizations will be considered.

Please provide all the information requested using space provided. Do not write, "see attached." Information must be typed. Please submit 8 copies of the application and 3 copies of attachments to David Marshall, Executive Secretary at the above address. Applications not prepared according to these instructions will be returned.

Grant Cycle:  January – submit by December 15     July – submit by June 15

Parent Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Daytime Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Is above organization 501 (c) (3) tax exempt?     yes     no

Project Title: \_\_\_\_\_

Project Director's Name - \_\_\_\_\_

Time Frame for Funds to be spent: Start \_\_\_\_\_ Finish \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_

Amount Requested from St. James Charities: \$ \_\_\_\_\_

### **Brief** Project Description For Use in Initial Screening

Describe in the space provided the project for which funds are requested, the need, the project addresses, and specifically how funds will be used.

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(2)

What is the background and purpose of the parent organization?

What are the sources of the parent organization's income?

Outline the paid/professional staff of this organization – Attach resume of Project Director

What use does this organization make of volunteers, and how many?

What Community need or group does this project address?

How will volunteers be used and trained for this project?

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Have you applied for alternate funding for this project? <sup>(3)</sup> List each source and amount requested.

Is there any special information about this project not covered in this application that you believe we should know or understand?

**St. James Charities Foundation  
Grant Application  
Attachments**

Parent Organization Name \_\_\_\_\_

Project Title: \_\_\_\_\_

Please provide the following documents, using this page as a cover sheet

- Board of Directors Membership List
  - Board of Directors Letter of Approval for this application.
  - Resume of Project Director
  - Copy of 501( c )( 3 ) status letter from Internal Revenue Service
  - Current Year's Budget for the requesting organization
  - Current Year's Budget for the requested project
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# ST. JAMES CHARITIES FOUNDATION

## Guidelines for Grant Applications

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### POLICIES

- Grant applications must be received at St. James by December 15 or June 15 in order to be reviewed for the normal funding schedule of January and July.
- Grants will only be made to agencies and organizations that serve the community or meet human needs of Henderson County.
- Grants will be made only for legally recognized non-profit purposes that are for the direct relief of human need or for the constructive enhancement of deprived persons.
- Grants will not be made to supplant tax funds for projects which would ordinarily receive public funding support.
- Grants will not be made for any project of an individual.
- The governing board of an applicant organization must approve a project prior to its submission to Saint James Charities, and the governing board must be willing to answer all questions regarding their source of other funding.
- Grants funding is limited to a one year period. Longer lived projects will require additional applications.
- The project will be evaluated and monitored by the Board Stewards of the Saint James Charities Foundation using the Project Evaluation form that will accompany the Grant Award letter.

### B. PRIORITIES

1. Applications will be encouraged:
  - Which give aid to the sick, the needy, the lonely, or the physically or emotionally impaired.
  - Which contribute to the developmental needs of children.
  - Which are creative and innovative and which meet needs not generally being met by other entities.
2. Applications for building programs or endowment will receive the lowest priority.