

# St. James Charities Foundation

## Grant Application

766 N. Main Street  
Hendersonville, NC 28792

email: [charities@stjamesepiscopal.com](mailto:charities@stjamesepiscopal.com)

***If you are emailing your application all documents must be included in one file.***

**2019 Grant Cycle – Submit by May 15, 2019**

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

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

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

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

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

E Mail Address for Contact: \_\_\_\_\_

This application relating to Hunger Homelessness Health Education

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. **The full contents of this description box must be shown on this first page.**

**This line must remain on the first page of the application.**

Revised December 2018

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?

What are the expected results of this program and what constituency will be served?

How do you intend to measure the results of this program?

Will you be co-operating with other agencies in this project? If so, who?

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### Attachments

2019 Cycle

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

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

**If you are emailing your application all documents must be included in one .pdf file. This is our highly preferred method of receiving applications. The first page of the application must be the first page of the scan.**

**If you must submit paper application, only one copy of this document and attachments is required. Please do not break into sections. Number all pages from beginning to end.**

Please provide the following documents placed at the end of the application.

- 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 (2019) Budget for the requesting organization
  - Current Year's Budget (2019) for the requested project
  - Prior Year and Current Year to Date Financials for the requesting organization
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Please submit this request either electronically with the attachments in PDF (**as one document**) format to: [Debbie@stjamesepiscopal.com](mailto:Debbie@stjamesepiscopal.com)

Or in paper form only one copy of the entire application to:

Debbie Mentch  
St James Charities  
766 N Main Street  
Hendersonville, NC 28792

Questions may be addressed to Debbie Mentch at 828-639-7458

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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 May 15, 2019 in order to be considered.
- 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.
- Our goal is to fund no later than August 2019

### B. PRIORITIES

1. Applications will receive special consideration if they
  - Deal with issues of Health, Hunger, Homelessness and/or Education in Henderson County.
  - New initiatives and/or one time projects in Henderson County.
2. We anticipate applications to total well above what we have to award. Applications with the broadest impact and up to a maximum of \$5,000 will be given highest consideration.
3. After three consecutive years of awards from St James Charities, an organization must take a one year break from submitting an application.