



Grant Application

Part II Required Supporting Materials and Signatures

Your request cannot be considered without providing the following supporting information to the Foundation. All supporting materials are due April 15. If April 15 falls on a weekend, the due date is extended to the next business day. (Mailed applications postmarked by the due date are considered to be on time so special delivery mail service is not necessary.)

If possible, please scan the supporting documents (pdf) and email to pbireley@episcopalfoundationdallas.org.

Alternatively, you may mail or fax supplementary application materials including the signature page to:

Mailing address: Episcopal Foundation of Dallas
5950 Cedar Springs Road, Suite 125
Dallas, Texas 75235

Fax to: 214.352.8361 (no cover page required)

We prefer that you not hand-deliver. If you would like to meet in person to discuss your application, please call the office at 214.366.9996 to set up an appointment.

Supporting Materials Required

1. A narrative summary of your grant request (*three pages maximum*):
 - a. Give a brief history and description of your organization, including a mission statement if applicable. Help us understand the size of your organization, numbers served, and types of ministries or programs you offer.
 - b. Describe the program or project for which you seek funding. We suggest addressing these items, if applicable:
 - i. Description of need or problem addressed by the grant request.
 - ii. Persons or populations served by the program or item applied for.
 - iii. If you are not an Episcopal organization, please describe how your program or project fulfills the Christian ministry and mission of the Episcopal Diocese

of Dallas including how your program interfaces with or is supported by Episcopal organizations in the Diocese.

- iv. If you are applying for a start-up or first-year program, please include your plans for funding and sustaining the operation.
 - v. It is helpful to know whether your organization could still undertake the project applied for in the event you were offered less than the amount requested.
 - vi. Please address timing for the project. If you receive a grant from the Foundation, when will you be able to employ the funds? **We strongly prefer that grant funds be employed in the current calendar year.**
2. A copy of the organization's current year operating budget with revenue and expenses. (*Annual, condensed budget, 1 -3 pages, is preferred.*)
 3. A copy of the organization's prior year balance sheet and statement of revenue and expenses. (*Annual, condensed financial statements, 1-3 pages, are preferred. Audited statements are good, if available, but are not required.*)
 4. A project budget and/or supporting bids (*e.g. outside bids, online quotes, price lists.*), as applicable.
 5. A copy of your most recent IRS Determination Letter indicating your agency's tax-exempt status. If your church, school or agency falls under the "group tax exemption" of the Episcopal Church, a written statement to that effect will suffice.
 6. A list of your Board of Directors or Vestry.
 7. A completed signature page signed person of authority as listed in Part I of this application.



Grant Application Signature Page

My signature verifies that the organization applying for this grant currently has a tax exemption under the Internal Revenue Code 501(c) (3). My signature is made as one who is authorized to do so, on behalf of the applying organization. I understand that grant award letters and grant checks will be sent to my attention at the mailing address given in the application.

Signature _____ Date _____

Print Name _____

Title in Organization _____

Organization _____

The deadline for all materials to be submitted is April 15.