

The Church of the Holy Faith

Missions and Outreach Committee

Application Process for Grant/Funding

The Holy Faith Episcopal Church offers financial grants to charitable organizations in response to the call of our Lord Jesus Christ to help others less fortunate than ourselves. The Missions and Outreach Committee of the Church is responsible for this task.

Our Committee mission statement is *“To share the Gospel of Jesus Christ by facilitating mission and outreach efforts of the parish to the community of Santa Fe and beyond.”* While an organization applying for funds does not have to meet the definition of a Christian charity, how that organization will put this money to use will be judged against Holy Faith’s mission and core values statements, which are available for viewing on the Holy Faith website: www.holyfaithchurchsf.org.

Charitable and religious organizations requesting funds must provide financial information, including income and expenses in detail (preferably audited) for at least the preceding year.

We accept applications only from organizations holding IRS-recognized 501(c)3 status. As our funds are limited, we anticipate the grants will be modest.

In order to ensure equitable distribution of funds, **applications must be postmarked by December 1** for grants awarded for the following calendar year. After appropriate review, consideration and approval, applicants will be informed of our decision and **grants distributed no later than March 15.**

Your request does not have to be long or involved. The application for the next cycle follows this explanation. You are welcome to attach/upload other supporting documents to your application.

Your application may be submitted electronically **by December 1** to:

holyfaithmissionandoutreach@gmail.com

or in paper format **and postmarked by December 1** to the Missions and Outreach Committee at the Church’s address:

311 East Palace Avenue,
Santa Fe, NM, 87501

In addition, we wish to know that the funds we provide are being used in the manner agreed upon. Funds **granted must be expended by December 1 of the year received**, with a **brief report** sent to the Missions and Outreach Committee at that time, advising us how our gift has been put to use. The report should be no longer than one page.

In general, we **do not** provide support to:

- Organizations with nationwide fund raising capability and practice (e.g., the Red Cross), except for a local project sponsored by that organization
- Projects which are primarily political, intended to affect civil legislation
- Major medical research projects (e.g., cancer research)
- Projects to benefit individual persons, except where this is part of an eligible larger project (e.g., support for named missionaries in mission organizations such as the Society for Anglican Missionaries and Senders [SAMS])
- Projects for which no evaluative information is available

Should you have any questions, you may contact the Missions and Outreach Committee at holyfaithmissionandoutreach@gmail.com. If you wish a telephone call, so indicate and a committee member will call you back.

**The Church of the Holy Faith
Missions and Outreach Committee
Grant Application**

**Must be submitted to the Missions & Outreach Committee by email NO LATER than December 1,
at holyfaithmissionandoutreach@gmail.com or by mail at 311 East Palace Avenue,
Santa Fe, NM, 87501 and postmarked NO LATER than December 1 (of the applicable year).**

Year of Grant Request:

Name of Ministry/Organization:

Organizational Address:

Contact Name:

Contact Address:

Contact Phone _____

Contact E-Mail _____

Organizational/Charity Mission Statement:

IRS-recognized 501(c) 3 determination letter to be attached, including contact information.

Relationship to Church of Holy Faith:

Funding history from Church of the Holy Faith for the last 5 years:

Amount of Funds Requested _____

Organization's/Charity's Total Annual Budget _____

Ministry/Purpose (How funds will be used – use additional pages as necessary):

Signed: _____ Date: _____

Title: _____