



The Church of the Holy Faith

Mission and Outreach Grant Committee

Application Process for Grant/ Funding

The Episcopal Church of the Holy Faith offers financial grants to charitable organizations in response to the call of our Lord Jesus Christ to help those in need. The Mission and Outreach Grant Committee of Holy Faith 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 evaluated by Holy Faith’s mission and core values statements, which are available for viewing on 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 a least the preceding year. **We accept application 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. Late applications will not be considered.**

Your request does not have to be long or involved. The one page Grant Application can be obtained at www.holyfaithchurchsf.org or by dropping by the Church office. You are welcome to attach other supporting documents to your application. Your application must be submitted in **paper format** and **postmarked by December 1, 2018** to:

Mission and Outreach Grant Committee
Church of the Holy Faith
311 East Palace Avenue
Santa Fe, NM 87501

For your convenience we have we have included below a checklist of our funding cycle for 2018-2019.

- ✓ Summer 2018 – 2019 grant applications will be online or can be picked up in Holy Faith Church office.
- ✓ Dec. 1, 2018 - Short report (no more than 1 page) from 2018 grantees due. It should include:
HOW MONEY HAS BEEN USED
IMPACT THE GRANT HAS HAD *
ANY CHANGES IN YOUR ORGANIZATION
- ✓ Dec. 1, 2018 – Application deadline for 2019 grants. No applications postmarked after December 1, 2018, will be accepted.
- ✓ Dec. 2018- Feb. 2019 – Committee reviews, grant choices and vestry approval.
- ✓ Spring 2019 – Disbursal of funds to selected grantees.

*We welcome information and photos from your organization to be used in our weekly bulletins, website or monthly newsletters throughout the year to further educate our congregation on the good work your organization is doing.

In general, we do not provide support to:

- Organizations with nationwide fund raising capabilities and practices (e.g. the Red Cross), except for 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.

Once your grant application has been received a Mission and Outreach Grant Committee member will be appointed to serve as your contact person.

Should you have any question regarding the application process, you may contact the Mission and Outreach Grant Committee at ljchavez99@hotmail.com or cbrbus@gmail.com.