

St. Matthew's Episcopal Church Endowment Board
Application for Grant – 2023

Thank you for your interest! We are looking forward to seeing your proposal.

Successful grants will enhance the worship, ministry, and/or outreach mission of St. Matthew's. Grants cannot be used for items/activities covered by the general operating budget of St. Matthew's.

The amount available for distribution varies each year, depending upon how much interest and cash dividends are earned by the Fund during the calendar year preceding the applications.

Grants will be announced on Pentecost Sunday each year during our worship service. This year, the Grants will be announced on Pentecost, May 28, 2023; we will contact Awardees the week prior to the Service. If you are awarded a Grant, we would be happy to give it to you then. If you are unable to attend the service, we will have the Grant check available in the church office for pick-up, the following week. As a requirement of federal tax rules, for grants in excess of \$600.00, recipients will need to fill out a W-9 upon receipt of funds (see FAQ sheet for more information).

Grant Application Requirements

1. All grant Applications must be typewritten, signed and received by April 17, 2023. If submitting an Application by mail, please allow enough time for delivery by April 17. Late applications will not be accepted. You may offer as much explanation as you need to fully describe your project. Our preference is that the project description be no longer than 2 pages; please contact us if you are unable to keep your project description to 2 pages, and a member of the Endowment Board will assist you.
2. Your grant Application must include a completed Application Checklist (see attached form).

3. Your Grant Application must include a detailed description of how the grant funds would be used. It should clearly explain how the requested funds meet the Endowment Fund Goals: to enhance the worship, ministry and/or outreach mission of St. Matthew's.
4. Your Grant Application must include a detailed budget showing the total cost of the program or purchase. Please provide an explanation of the budget, to include how other funds, equipment or labor will be provided if you receive a partial grant.
5. Your Grant Application must also include a timeline that indicates when you expect your proposed project, or purchase, will begin and end. If the project cannot be completed by June 30, 2024, please explain why.
6. You will be required to provide a final report explaining in detail how the funds received were used, together with an evaluation of the project/purchase according to your goals. Even if your project is not yet completed by June 30, 2024 we require a report on the progress you've made. Please include receipts; photos, if appropriate, are also appreciated. Unused Endowment Grant Funds are required to be returned to the Endowment Board, unless specific prior permission has been given to continue the Project. You will be provided with a receipt for returned funds. The report should be turned in no later than July 1, 2024. It can be mailed or hand-delivered to St. Matthew's at the address below.
7. Prior year Grant Awardees may apply for a Grant. However, the effectiveness of any previous grant will be taken into consideration, as we review the current Application.

Evaluation Criteria

In addition to evaluating according to the requirements listed above, other evaluation criteria will include, but not be limited to: matching resources (i.e., funds from other sources or supplies/labor provided), how many people are likely to benefit, and whether it benefits the community more than the individual.

Grant Disbursement Methods

- Check may be hand-delivered, at St. Matthew's, to the Organization or Individual to whom an Endowment Grant has been awarded.
- Check may be hand-delivered, at St. Matthew's, to an Organization/Business with an order form and check for merchandise to be purchased. This applies if the Grant was for a specific commodity only (i.e., for books, hymnals, or other materials).
- Check may be hand-delivered, at St. Matthew's, to contact person, upon receipt of invoice for completed transaction for which the grant was given.
- Again, Grants will be announced at our worship service on May 25, 2023. It would be greatly appreciated if the Grantee or a representative could be in attendance to accept the Grant.

Grant Submission

Mail or hand-deliver to: St. Matthew's Episcopal Church
Endowment Board
1030 2nd Avenue
Fairbanks, AK 99701

Deadline: April 17, 2023

FREQUENTLY ASKED QUESTIONS

- **When is the Grant Application Due?**

The Application is due in the office April 17, 2023.

It can be either dropped off during regular office hours (9-5, M-F), or mailed to: Endowment Committee, St. Matthew's Episcopal Church, 1030 2nd Avenue, Fairbanks, Alaska 99701. If the Application is mailed, please allow sufficient time for it to be received by April 17.

Late applications will be not be accepted.

- **Is there an 'application form'?**

No, but there is a checklist to help you make sure you have included everything necessary. We require a narrative-style Application that offers information on the nature of the program you are requesting the Grant for, how it meets the requirements above, includes a detailed budget, and acknowledges the requirement for a year-end report.

- **Do I have to be a member of St. Matthew's Church?**

No, that is not a requirement - although we always welcome guests!

- **Can my project be fully funded by a Grant, or do you expect there to be additional funding sources?**

As we consider applications, we do look to see if there are funds available to carry out the Grant, in case we are not able to fully fund a particular request. We want the programs we fund to be successful, so we do consider whether a partial award will seriously affect that outcome.

- **Is there any help available if I am having trouble completing the Application?**

Yes, if you need additional information, or assistance, please call St. Matthew's at 907-456-5235 and we will connect you with a member of the Endowment Board.

- **I have applied for, and received, an Endowment Grant in the past. Am I eligible for another Grant?**

We will consider Grant Requests from previous Grantees. However, the effectiveness of the prior Grant will be taken into consideration as we make our decision.

- **What are the tax implications for my receiving an Endowment Grant? Does it make a difference if the Application is on behalf of a 501(c)3?**

We are not able to give tax advice. When an Award is made, the contact person you have identified will be notified to pick the check up in the office at St. Matthew's. At that time, we will have you complete a W-9, and a 1099 (IRS form) will be issued at the end of the year, to all Grant Awardees, whether individuals or organizations. It remains your responsibility to retain receipts and keep accurate records. You may want to check with your tax professional about any responsibilities you have in regard to reporting.

St. Matthew's Episcopal Church Endowment Board
Application for Grant Checklist - 2023
(see instruction page and FAQs for more detailed information)

1. Name of individual or group applying for grant and to whom the check should be written:

2. Contact information (phone number, email, mailing address):

3. This application includes a description of the project (suggested limit 2 pages), including how it will contribute to enhancing the worship, ministry and/or outreach mission of St. Matthew's.

4. This application includes a detailed, itemized budget showing the total cost of the project and any other funds, supplies or labor that will be contributed by other sources.

5. This application includes an expected timeline for your project

6. The applicant understands that a report will be due on June 30, 2024

7. This application is on behalf of a 501(c)3 non-profit

OR

- This application is not on behalf of a 501(c)3 non-profit
- See FAQ sheet for tax information

Building a Budget

It is helpful to provide headings for each part of the budget:

Supplies:

Include any supplies you need to complete your project. Estimate total quantity and cost of each item.

Services:

If funds would be used to pay a business to provide a service or make, construct, or install something (e.g. songbook printing, construction of a fence, installation of a bike rack) provide an itemized quote from the service provider.

Travel:

Include any travel costs required to complete your project. Include destination, number of travelers, when travel will occur and what part of the travel cost would be covered by the grant (e.g. gas, airfare, food costs, housing costs)

Other:

If there are other necessary costs not included in this list include those as well with an explanation of how they will affect the success of the project

Additional or "In-Kind" Support:

If funds, supplies, services, labor, travel or any other costs will be provided by other funding sources or provided as donations, from volunteers, through fundraising, or similar, include that information. This helps us see if the project can be successful even if we do not provide funding for every part of the project and demonstrates an effort to share costs.