

**Christ Episcopal Church Outreach Commission
Grant Application
For Funds Distributed in 2023**

Christ Episcopal Church Outreach Commission Guidelines

Financial grants from the Outreach Commission of Christ Episcopal Church are made in response to the call of Jesus to share all we have and to be good stewards of the gifts we have been given. We work to keep our Baptismal promises "to seek and serve Christ in all persons, loving our neighbors as ourselves" and "to strive for justice and peace among all people and respect the dignity of every human being." Accordingly, the following guidelines have been established as ideal, not absolute, criteria to help us focus our ministries in the community.

- **The Outreach Commission will support organizations associated with the following pillars:**
 - **Housing Stability & Solutions to Homelessness**
 - **Reconciliation & Restorative Social Justice**
 - **Economic Opportunity and Stabilization**
 - **Children, Youth, & Educational Equity**
 - **Care and Sustainment of God's Creation**
- **Each organization we support should provide an opportunity for Christ Church parishioners to volunteer.**
- **The Outreach gift to the organization should not exceed 10% of the organization's overall budget.**
- **The Outreach gift to the organization should not exceed 10% of the Christ Church total outreach budget unless it is a core church initiative with strong parishioner involvement.**
- **The organization should allocate at least 80% of its total budget to programming.**
- **Any agency who received prior funding from Christ Church Outreach Commission should supply a 3rd quarter report of activities, spending, etc.**

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Thank you for your request to the Outreach Commission of Christ Episcopal Church, Charlotte, North Carolina. Our relationship with agencies, both in financial and human support, is important to the mission of Christ Church. However, we ask that you please keep in mind that new Outreach Commission initiatives and the evolving economic environment may require us to make changes to past grant award amounts and/or recipients. We encourage you to review our Guidelines.

In order to be considered for a grant, please type or print on a separate sheet the information requested below, being as complete and thorough as possible. Return this form and the requested additional materials electronically or to the address on the last page. We look forward to working with you.

Name of Agency: _____

Tax ID Number: _____

Contact Name/Title: _____

Address: _____

Phone number: _____

Email address: _____

**Auditor name and
Email and phone number:** _____

Amount requested: \$ _____

**Amount requested as
% of agency's annual budget:** _____%

Disbursements are typically made twice each year in June and December. Please let us know if you have special needs and would like to be funded on a different schedule. (While we will try to accommodate such requests, disbursements are subject to approval and the availability of Christ Church funds.)

Submitted by:

Print Name and Title

Signature

Date

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- 1. What is your agency's mission statement or statement of core values?**
- 2. When was your agency founded?**
- 3. Describe your agency's constituency and the number directly and indirectly impacted.**
- 4. Briefly describe your agency's activities and functions.**
- 5. What is the specific purpose of the grant being requested? Under which pillar(s) do(es) your agency's request fall? Please indicate the specific areas in the five pillars where you direct your efforts (check any and all that apply on attached pages 6 through 8 with detail).**
 - Housing Stability and Solutions to Homelessness**
 - Reconciliation and Restorative Social Justice**
 - Economic Opportunity and Stabilization**
 - Children, Youth, and Educational Equity**
 - Care and Sustainment of God's Creation**
- 6. What funding have you requested or received from Christ Church (Outreach Commission, Christ Church Foundation, Episcopal Church Women, or other funding) in the last three (3) years? What was the intended purpose of those funds and actual impact?**
- 7. Where would you consider the program for which you are seeking funding to be in its growth and service journey during this cycle, and why?**
 - Seedling: a program that has just begun to work to address needs in its community; has begun working to address a need that others have ignored or doing so in a novel manner; may need help learning how to serve its community more effectively; funding may be intermittent, irregular, or almost nonexistent; program is doing many things for the first time; little to no full time staff.**

Examples of seedling programs that Christ Church has supported include the Academy of Goal Achievers and the YWCA Eliminating Racism Speaker Series
 - Sapling: a program that may have a few cycles under its belt; has been able to assess how it has engaged in its community and adjust its methods to better serve it; known in its specific community for the work it does; funding is regular but a broader and deeper set of sources would be welcomed; some full time staff; appreciates guidance on how to 'take it to the next level'**
 - Deeper Roots: a program that has a solid rhythm in the management of its day to day work and delivery of services; shown some ability to scale its operations; well established presence in its immediate and broader communities; still seeking additional funding to expand its ability to execute on its mission; some ability to explore expanding its scope to adjacent areas; professionalized full time staff**
 - Full Canopy: a large program that has longstanding and vital ties in the community it serves and the city at large; continually working to optimize delivery of its services; may be able to support its own seedlings within its structure; substantial fundraising and funding capabilities; highly professionalized staff with specific experience in certain areas of organization management**

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- 8. Tell us how you know if your organization is succeeding in its mission? Please provide examples and data.**
- 9. Please describe areas in which your agency is seeking to improve, consolidate, merge or expand in the next three (3) years, including any specifically anticipated projects or fundraising efforts. How will this change your mission, if at all?**
- 10. What has occurred in the community you serve in the past three (3) years that has changed your organization’s priorities and areas of service? How have you adjusted your priorities to better serve your community?**
- 11. One of our criteria for awarding a grant is that Christ Church parishioners have volunteer opportunities with the agency. Please describe at least three (3) volunteer opportunities over the next twelve (12) months for Christ Church parishioners. Please include in the description what specific task or role would be performed, whether the opportunity is one-time or recurring, and whether training is needed. Who is the primary person to contact for parishioners seeking to volunteer with your agency?**
- 12. Does your program need organizational support? Examples of types of support may include:**
- Board development
 - Bookkeeping / financial management
 - Grant writing / development guidance
 - Community messaging and marketing
 - Outcomes tracking
 - Advocacy
 - Other: _____
- 13. Please provide the last 3 year’s financial and organizational information from your Form 990 and describe any significant changes.**

REVENUE	2022		2021		2020	
Contributions, grants (\$, # donors)		#		#		#
United Way						
Government						
Program Service Revenue						
Other (e.g., endowment distributions.)						
TOTAL REVENUE						
EXPENSE (\$, %)						
Program						
Administrative/Overhead						
Fundraising						
TOTAL EXPENSE		100%		100%		100%

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	2022	2021	2020
Total # Staff			
Total # Board Members			
Board Chair name			
Executive Director name			

- 14. What collaborative changes to your program have you recently made or are you planning to make in the next 2-3 years? Please list and describe any other non-profit agencies with which you currently have a collaborative partnership.**

- 15. What percent of your Board of Directors made a financial contribution to your agency last year? What was the average Board gift size?**

- 16. Are you anticipating any changes in your executive director or leadership during 2022 or 2023? If so, please explain.**

Please provide the following additional information:

- A. Members of the Board of Directors (please note Christ Church members with an asterisk*)**
- B. Copy of current budget**
- C. Copy of 501 (c) (3) qualifying letter**
- D. Copy of most recent audit**
- E. Copy of most recent form 990**
- F. Brochures, impact or annual report or other agency materials**

Please send an electronic version of the Grant Request to Laura Konitzer, Director of Outreach and Mission, at konitzerl@christchurchcharlotte.org by January 6th, 2023. If it is not possible to send an electronic version, or you have other materials to accompany your Grant Request, please send them via regular mail or a USB ‘thumb’ drive to:

**Christ Church Charlotte
ATTN: Laura Konitzer
1412 Providence Road
Charlotte, NC 28207**

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Areas within pillars where program engages:

Housing Stability and Solutions to Homelessness	Reconciliation and Restorative Social Justice
<input type="checkbox"/> Women with Children <input type="checkbox"/> Men <input type="checkbox"/> Youth <input type="checkbox"/> Single Adults (men or women) <input type="checkbox"/> Older Adults (60+) <input type="checkbox"/> Families <input type="checkbox"/> Returning Citizens (reentry from jail/prison) <input type="checkbox"/> Children <input type="checkbox"/> LGBTQ <input type="checkbox"/> Veterans (men or women) <input type="checkbox"/> Substance Abuse <input type="checkbox"/> Dual Diagnosis <input type="checkbox"/> Emergency Shelter (men or women) <input type="checkbox"/> Transitional Housing <input type="checkbox"/> Domestic Violence <input type="checkbox"/> First Time Home Ownership Support <input type="checkbox"/> Eviction Intervention <input type="checkbox"/> Permanent Assisted Living <input type="checkbox"/> Advocacy for Affordable Housing <input type="checkbox"/> Other: _____	<input type="checkbox"/> Policy Change at Legislative/Government Level <input type="checkbox"/> Political Action <input type="checkbox"/> Dismantling Institutional Racism <input type="checkbox"/> Voters Rights <input type="checkbox"/> Gender Issues <input type="checkbox"/> Policy & Practices Change Advocacy <input type="checkbox"/> Criminal Justice <input type="checkbox"/> Housing Discrimination <input type="checkbox"/> Health Disparities <input type="checkbox"/> Equity in Education <input type="checkbox"/> Employer Discrimination <input type="checkbox"/> Adults <input type="checkbox"/> Children <input type="checkbox"/> Older Adults (60+) <input type="checkbox"/> Refugees <input type="checkbox"/> Immigrants <input type="checkbox"/> Migrants <input type="checkbox"/> Protected Populations <input type="checkbox"/> Returning Citizens <input type="checkbox"/> Other: _____

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Economic Opportunity and Stabilization	Children, Youth, and Educational Equity
<p><input type="checkbox"/> Short-Term/Emergency Services:</p> <p><input type="checkbox"/> Food Insecurity</p> <p><input type="checkbox"/> Medical Assistance</p> <p><input type="checkbox"/> Long Term Stabilization Support and Advocacy:</p> <p><input type="checkbox"/> Job Training and Development</p> <p><input type="checkbox"/> Banking and Financial Education</p> <p><input type="checkbox"/> Case Management Support through Transition</p> <p><input type="checkbox"/> Credit Restoration</p> <p><input type="checkbox"/> Expungement</p> <p><input type="checkbox"/> Mentoring Support</p> <p><input type="checkbox"/> GED/College Opportunities</p> <p><input type="checkbox"/> Re-Tooling Programs for Adults</p> <p><input type="checkbox"/> Living Wage Advocacy</p> <p><input type="checkbox"/> Populations Served:</p> <p><input type="checkbox"/> Youth</p> <p><input type="checkbox"/> Families</p> <p><input type="checkbox"/> Adults</p> <p><input type="checkbox"/> Returning Citizens</p> <p><input type="checkbox"/> Veterans</p> <p><input type="checkbox"/> Other: _____</p>	<p><input type="checkbox"/> Vocational Skills Education</p> <p><input type="checkbox"/> Reading Skills Development</p> <p><input type="checkbox"/> Bilingual Education</p> <p><input type="checkbox"/> Violence Prevention Education & Mentoring</p> <p><input type="checkbox"/> Tutoring/Mentoring</p> <p><input type="checkbox"/> Parent Education and Advocacy</p> <p><input type="checkbox"/> Alternative Schooling Opportunities</p> <p><input type="checkbox"/> Pre-School Programs</p> <p><input type="checkbox"/> Afterschool Support Programs</p> <p><input type="checkbox"/> Summer Educational Programs</p> <p><input type="checkbox"/> Teacher Support and Advocacy</p> <p><input type="checkbox"/> Policy and Advocacy: Local, State, National</p> <p><input type="checkbox"/> Community-Based Student Supportive Services</p> <p><input type="checkbox"/> Populations Served:</p> <p><input type="checkbox"/> Pre-K</p> <p><input type="checkbox"/> K-12</p> <p><input type="checkbox"/> Exceptional Children and Youth Support</p> <p><input type="checkbox"/> Post High School</p> <p><input type="checkbox"/> College</p> <p><input type="checkbox"/> Private/Parochial Schools</p> <p><input type="checkbox"/> Public Schools</p> <p><input type="checkbox"/> School Staff / Administration</p> <p><input type="checkbox"/> Other: _____</p>

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Care and Sustainment of God's Creation
<input type="checkbox"/> Urban Farming
<input type="checkbox"/> Reforestation
<input type="checkbox"/> Water Quality Improvement
<input type="checkbox"/> Erosion Abatement
<input type="checkbox"/> Renewable Energy Advocacy
<input type="checkbox"/> Electrification Support
<input type="checkbox"/> Community Cleanup
<input type="checkbox"/> Biodiversity Support
<input type="checkbox"/> Solar Installation
<input type="checkbox"/> Energy Transition Support
<input type="checkbox"/> Legal Support for Environmentally Marginalized
<input type="checkbox"/> Habitat Preservation
<input type="checkbox"/> Outdoor Experience Access
<input type="checkbox"/> Animal Welfare
<input type="checkbox"/> Sustainable Farming and Animal Husbandry
<input type="checkbox"/> Carbon Footprint Reduction Planning
<input type="checkbox"/> Emissions Limitation Advocacy
<input type="checkbox"/> Other: _____