

## **PROCEDURE FOR SEEKING A GRANT FROM THE COMMITTEE:**

1. All information regarding the submission of a grant can be found on this website. Any particular questions can be addressed to the committee chair via email at [bbtmissionoutreach@gmail.com](mailto:bbtmissionoutreach@gmail.com).
2. The agency should submit a completed application which adheres to the "Funding Criteria" format found at the end of this section. The application can be mailed, hand-delivered or emailed to the above email address. It must be either physically or electronically IN-HOUSE no later than 5:00pm on Friday December 2, 2011. Faxes are not acceptable.

### ***Physical Mailing Address***

Mission and Outreach Committee  
The Episcopal Church of Bethesda-by-the-Sea  
141 South County Road  
Palm Beach, FL 33480

### ***Electronic Requirements***

All materials submitted electronically must conform to standard MS Office and Adobe formats.

- In addition to the 'Funding Criteria' requirements, the request must include a copy of the agency's IRS 501(c)(3) tax status, the latest IRS 990 return, an auditor's report and a management letter. If your agency has not been required to submit an IRS 990 due to total budget value, it must be stated so in the request.
3. After the request has been received and reviewed for thoroughness, a site visit will be performed by a member of the committee. Due to the volume of received grants, this process will take several months.
  4. After reviewing the report, the committee will vote upon the liaison's recommendation.
  5. All committee recommendations are submitted to the Vestry for approval.
  6. Approved funding grants will be distributed the month following Vestry approval.
  7. Funds are for use in one twelve-month cycle.
  8. All agencies which have received funding must submit to the committee a mid-year (six months) financial report regarding the status of the funded program in addition to an end of year (twelve months) financial report.
  9. Any approved agency which fails to provide these updates will be ineligible for subsequent funding consideration.
  10. All non-profit organizations receiving funding from the committee for the first time are limited to \$5,000 in their first year.

## **ELIGIBILITY CRITERIA**

### **In order to be eligible for funding, the agency must:**

1. Be incorporated as a not-for-profit company and have an IRS 501(c)(3) tax status.
2. Meet an addressed need within one of the following five (5) areas:
  - FOOD
  - SHELTER
  - PREVENTION
  - EDUCATION
  - REHABILITATION

***All submitting agencies must choose ONE and ONLY ONE category and label their 'addressed need' clearly on the opening page of their request.***

3. Strengthen the ability of existing agencies to reach a broader segment of the community.
4. Strive to equip people to help themselves and address unmet needs in Palm Beach County or Southeast Florida.
5. Demonstrate a collaborative effort with other agencies.
6. Create a sense of community.

## **NON-ELIGIBLE CRITERIA**

1. General fund raising appeals or campaigns
2. Appeals from individuals
3. Endowments
4. Appeals from agencies which might become dependent
5. Bethesda-by-the-Sea's annual operating budget
6. Organizations which do not qualify for the IRS 501(c)(3) tax status.

## **PROPOSALS MUST ADHERE TO THE FOLLOWING PHYSICAL CONSTRAINTS**

1. No faxes
2. Two complete copies on unbound paper. No bound reports, notebooks or binding of any fashion. This applies to all phases of the report including any tax reports, etc.

## **FUNDING CRITERIA**

In applying for funding, the request must answer the following questions in the same question and answer format in full with accompanying text and/or tables attached.

### **AGENCY**

- 1.1 What is the agency's purpose & when was it founded?
- 1.2 Who is served, where, and how many?
- 1.3 How is the agency staffed? (attachment required)
- 1.4 Who is on the Board of Directors? (attachment required)
- 1.5 What other agencies provide similar services?

### **PROGRAM**

- 2.1 What is the program for which you are requesting funds?
- 2.2 How long has this specific program been in existence?
- 2.3 Who will be served, where, and how many?
- 2.4 How will it be implemented/staffed?
- 2.5 How will the results/outcomes be measured?
- 2.6 Are there similar services in the county and what are they?

### **BUDGET**

- 3.1 What is the agency's annual budget? (attachment required)
- 3.2 What is the budget for the specific program? (attachment required)
- 3.3 What amount is requested and for what specifically?
- 3.4 If the request is granted, when would you use the funds?

### **FUNDING**

- 4.1 What are the agency's major sources of funding?
- 4.2 To what other funding sources did you apply in the past fiscal year and what were the outcomes?
- 4.3 To what other funding sources are you applying to fund this particular program?
- 4.4 Has your agency applied to Bethesda-by-the-Sea before and what was the outcome?
- 4.5 Does your agency conduct fund-raising activities other than general appeals and grant requests? Please explain what they are and the percentage they add to the total agency budget.