*Christ Church Cathedral, Indianapolis*

*The mission of Christ Church Cathedral is to*

*“Widen the circle of God’s embrace with heart and voice.”*

**2019 Covenant Grant Application Guidelines**

Christ Church Cathedral (CCC) Covenant Grant Mission Statement

*We are committed to working collectively and individually with those in need, while respecting their dignity as human beings. As we engage in this ministry, we will strive to exercise the stewardship of all the gifts God had given us.*

Christ Church Cathedral seeks to take the grace and Good News of Jesus Christ into the world by supporting nonprofit organizations and ministries that help the underserved, the disadvantaged, and others broken by life’s circumstances and/or provide emotional and spiritual support. We use the gifts and resources that have been given to us by members of our congregation. Funding is intended for programs that 1) are consistent with our mission, 2) may provide opportunities for our volunteers to build relationships through hands-on involvement and 3) drive systemic change in receding social ills.

Christ Church Cathedral Priority Funding

Christ Church Cathedral gives priority to ministries that have some or all of these characteristics:

1. Institutions and congregations within the geographical boundaries of the Episcopal Diocese of Indianapolis that provide food pantries, neighborhood gardens, and health clinic services.
2. Established direct service groups that might not be eligible for funding from other sources and provide basic needs of food, clothing and shelter.
3. Designated Cooperating Ministries of the Episcopal Diocese of Indianapolis.
4. Other Episcopal or religious organizations with local, national and/or global outreach programs.
5. Groups that have an established relationship with, or volunteers from our congregation.

Christ Church Cathedral Does Not Provide Grants for:

* Capital funding in excess of $5,000.
* Fund requests to increase endowments.
* Coverage of past operating deficits or debts.
* Programs predominantly funded by the government, excluding government grants.
* Salaries, except in the instance of start-up non-profit organizations, in which case up to 10% of salary funding may be requested.
* Compensation for services such as consultation and facilitation.

Eligibility

* Christ Church Cathedral makes grants to only nonprofit, tax exempt organizations.
* Grants are awarded only once per year and are to be considered a one-time event. Ongoing funding is not to be assumed.
* With the exception of food pantries, grants will not be given to one organization for more than three consecutive years. After one hiatus year, an organization may apply again.
* Only one application for an organization will be considered within the calendar year.
* All organizations receiving funding are required to meet reporting requirements and maintain good communications for the duration of the granting period. Grant recipient organizations are encouraged to have site visits available or to attend a Mission Outreach Committee Meeting to give an update of grant progress. Grant recipients who do not submit a timely progress report of accomplishments shall not be eligible for funding the following year.

Grant Application Information

Application is available on our website at www.cccindy.org/resources/grants

When submitting a grant application, include the following information:

* Name, organizational mission statement, and contact information for organization (name, e-mail address, mailing address, landline and fax numbers)
* Primary contact person with e-mail address and both daytime and evening contact telephone numbers
* Brief history of the agency’s performance and major accomplishments within the last two years.
* Detailed description of your request for funding, including the total amount requested for 2019. Include goals and measurable objectives for the program over the course of the next year.
* Detailed project budget for the requested funds. Please specifically indicate where CCC Covenant grant funds, if received, will be used.
* History of past funding received from Christ Church Cathedral
* If seeking funding for this request from other sources, explain in detail.
* Most recent audited financial statement
* Proof of incorporation of the entity as a not-for-profit corporation
* Copy of latest IRS letter(s) regarding its current tax-exempt status
* Copy of current operating budget and of year prior to the request

Directions for Submitting Application:

* Mail one hard copy of Covenant Grant Request, postmarked no later than 12/14/2018, to the following address:

Christ Church Cathedral

125 Monument circle

Indianapolis, IN 46204

Attention: Veronica Godinez

* Email one copy of Grant application in PDF format to veronicag@cccindy.org by 5:00 p.m. on 12/14/2018.

**All applicants will be notified in writing no later than March 15, 2019 of action taken by the Christ Church Cathedral Vestry regarding grant approval, partial approval, or denial.**

Grant Follow Up Form

**Within 90 days of receipt of funds**, each 2019 grant recipient shall submit a report describing the progress made and/or milestones achieved in furtherance of the purposes of the grant. This form is on our website at www.cccindy.org/resources/grants

Not All Projects Can Be Funded

Christ Church Cathedral Vestry has the responsibility for the final approval of each grant. Since Christ Church Cathedral receives funding requests that far exceed our grant budgets, we may not fund every worthy project. A decision not to fund a proposal, or to fund it only partially, does not reflect on the merits of the proposal or the applicant’s organization.