**Cathedral Women**

**Christ Church Cathedral**

**Mailing address: 125 Monument Circle**

**Indianapolis, IN 46204**

Dear Applicant,

Thank you for requesting a Strawberry Festival Grant Application from the Cathedral Women.

The Cathedral Women of Christ Church Episcopal Cathedral raise all funds for grants with proceeds from our annual Strawberry Festival. The Parish works very hard to make this event a success as a part of our outreach through our own labor. We take pride in being good stewards of God’s bounty. We are happy to share the fruits of our labor with those groups doing God’s work.

GRANT GUIDELINES:

* Grant recipients will be required to provide three (3) volunteers to work a four hour shift each at either our Shortcake Bake Week May 6-8 or the Strawberry Festival on Thursday, June 13th, 2019 at Christ Church Cathedral.
* Grants are only to NOT-FOR-PROFIT organizations. Must include 501(c)3 certification in application.
* Grants are for a larger human need, not for individuals.
* Grants are to support or facilitate a program or specific project.
* Only one grant per calendar year will be given to any group.
* Grants will not be given to one organization for more than three consecutive years. After one hiatus year, an organization may apply again.
* Grants will be given for future projects only (not ongoing projects).
* Grant applications must be complete and submitted with financials, i.e. (1) a detailed project budget, (2) the organization’s budget for the current year, (3) the financial statements for the previous fiscal year and (4) a 501(c)3 certification. If these are not included we cannot consider your application.
* Grant applications must be signed by two representatives of your organization.
* Maximum grant amount is $3,000.
* Maximum grant amount for scholarships/tuition assistance is $2,000.
* Grants are not for the support of operating budget expense.
* Grants are not for the support of salary expense.
* Grants will not be awarded for previous expenses.

APPLICATION INSTRUCTIONS: Please submit your application TWICE, according to the instructions below:

1. Mail one hard copy of your complete application and supporting documents to:

Cathedral Women, Christ Church Cathedral

attn: Johnnie Alex, Assistant Treasurer

125 Monument Circle

Indianapolis, IN 46204

1. E-mail electronic copies of your application and supporting documents to:

strawberryfestivalgrants@gmail.com

**Deadlines:** Must be postmarked by February 15th and September 1st.

(electronic copies must be e-mailed by 5:00 p.m. of the deadline date)