**Strawberry Festival Grant Guidelines**

Cathedral Women, Christ Church Cathedral

Dear Applicant: The Cathedral Women of Christ Church Cathedral raise all funds for grants 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 as outlined below.

***Priority Funding:***

*While all applications meeting the guidelines below will be considered, the Cathedral Women will prioritize the funding of local projects which directly benefit women, children, and underserved communities*.

GRANT GUIDELINES:

* Grant recipient agencies will be required to provide at least three (3) volunteers to work a four hour shift at either our Shortcake Bake Week in the Spring OR the Strawberry Festival on the second Thursday of June at Christ Church Cathedral.
* Applicants must be a 501(c)3 tax-exempt entity and provide certification with application.
* Maximum grant amount is $3,000.
* Maximum grant amount for scholarships or tuition assistance is $2,000.
* Grants are to support or facilitate a program or specific project.
* Grants will be given for new/future programs or enhanced aspects of existing programs.
* Grants are for a larger human need, not for individual endeavors.
* Grants are NOT for the support of operating budget expenses.
* Grants are NOT for the support of salary expenses.
* Grants will NOT be awarded for previous expenses.
* 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.
* 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.
* Out-of-state or International projects will not be funded unless an explanation of affiliation with a CCC parishioner or a diocesan sponsored project is included in question 5 of application.

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

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

Cathedral Women, Christ Church Cathedral

attn: 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)

**Strawberry Festival Grant Application**

Cathedral Women, Christ Church Cathedral

Date submitted\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Organization Name:

Mailing Address:

2. Official signing for Organization (Executive Director, Board President, etc)

Name printed:

Position or Title:

Mailing address:

Telephone:

E-mail Address:

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

3. Program Director or Grant Administrator (*must NOT be same individual as listed above*)

Name printed:

Position or Title:

Mailing address:

Telephone:

E-mail Address:

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

4. Title of Project:

5. Project description (100 word limit):

6. How will success be measured? (100 word limit)

7. Target population, and how many individuals will be served:

8. Total amount requested from Cathedral Women for this project: $

9. Total cost of entire project: $

10. Anticipated program start date and completion date:

11. Are you seeking grants for this project from other organizations?

Explain:

12. Funds raised from the Christ Church Cathedral Women Strawberry Festival each year are the sole source of Strawberry Festival grant monies. If awarded a grant, will your agency send at least three volunteers to Christ Church Cathedral to work a four-hour shift at EITHER our Annual Strawberry Festival on the 2nd Thursday of June or at Bake Week (baking shortcakes) on a weekday in the spring?

13. **ATTACHMENTS REQUIRED**:

\_\_\_ Detailed line-item projectbudget outlining anticipated use of funds, if received

\_\_\_ Copy of your IRS tax-exempt certification 501(c)3

\_\_\_ Copy of the organization’s budget for the current year

\_\_\_ Audited financial statements from the previous fiscal year (if not available, please explain)

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

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

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attn: Assistant Treasurer

125 Monument Circle

Indianapolis, IN 46204

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