

Ecumenical and Community Program ECS Grant Application Requirements

I. Contact Information

II. Program Narrative (please keep within 2 pages)

A. Who will the program serve and what need(s) will be addressed?

1. Give a clear and practical statement of the program and its goals
 - Explain the services offered
 - Tell how these services will produce the expected impact
2. Briefly cite local data to document need: include demographics (economic, cultural/ethnic, educational, language specific, etc.)
3. If this requested grant amount is greater than in previous years, explain the reason for the increased request
4. Cite any statistics or data that illustrate the impact of your program
5. Include plans to publicize the program to reach potential recipients

B. How will you evaluate this program?

1. Include your benchmarks for success.

C. How does the program collaborate with other groups and /or congregations in the community?

1. Tell how this program provides a unique service or how it complements other programs that respond to the same need
2. List the churches or agencies with whom you collaborate. *You may include letter(s) of support outlining the details of your collaborative effort(s)*

III. Budget

Use the ECS program budget form to show 2018 projection (full year), 2018 YTD actual (thru 6/30/2017), and 2019 proposed budget funding.

1. **Revenue:** List all sources of support for the program and the amount of support in the provided lines
2. **Expenses:** Include the cash expenditures that the program will incur

IV. Letter of Episcopal Support (from Parish Rector and/or Sr. Warden)

V. List of Board of Directors

VI. Agency's Budget (if applicable)

VII. IRS Letter designating 501c(3) status of program or sponsoring agency.