**Trinity Church on the Green**

 **Community Grants Committee**

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| **The mission of the *Trinity Community Grants Program* is to respond to God’s grace through the effective stewardship of Trinity’s financial support toward human service programs that provide for the spiritual and earthly needs of others, with a particular focus on the issues of HEALTH, HUNGER, SHELTER, AND EDUCATION.** |

**2023 GRANT APPLICATION PACKET**

**PURPOSE**:

The purpose of this section is to provide the procedure and the forms that are needed for an applicant to submit a grant request from Trinity Church on the Green.

**FORMS:**

The following forms are to be submitted by an applicant for a Trinity Grant:

1. **Letter of Interest** that will indicate:
	* the mission of your agency
	* a description of how the funds awarded will be used to support your mission and the wider New Haven community. This information is needed to confirm that the use of the awarded grant funds will be consistent with the committee mission statement
	* demographic information about the community who will benefit from the funding
2. **Grant Application Form**
3. **Documentation:**
4. **Financial Information:**
* **Financial statements** from the **last two years**, audited if available
* A copy of the organization’s **most recent IRS Form 990 tax return**, if audited financials are not available
* **Organizational budget for current year**, including income and expenses
* If applicable, provide a **short narrative** that explains anticipated sources of support, planned fundraising campaigns or events, significant changes in the organization’s operating budget, or other financial line items that may be unclear
* A copy of the **organization’s current IRS determination letter** (or fiscal agent’s) indicating 501(C) (3) tax-exempt status
* A copy of the organization’s **most recent annual report** (if available)
1. **Board of Directors:**

 List the **board members of your organization**

**GRANT APPLICATIONS ARE DUE WEDNESDAY, JULY 12, 2023.**

* All applications received by that date will be reviewed by the committee.
* During the summer a member of the committee will call you to discuss your application.
* In early fall, the entire committee will review all applications and decide final awards; awards, with an accompanying letter, will be issued to the agency in the fall.

**2023 Community Grants Application – Maximum Grant Award - $3,000**

**This application is for:**

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| **Organization:**  | **Contact Person:** | **Amount Requested:** |
| **Full Address:** |
| **Please describe your organization, its Board of Directors, and its mission****(or attach a brochure):** |
| **List the principal sources of financial support for your organization:** |
| **Please give a brief description of how you will use the funding. Attach any appropriate documents.**  |
| **List other funding sources for this project, if applicable:** |
| **Is this agency a 501.C.3 non-profit organization?****If so, please provide documentation of your status.** |

**You may choose to send letters of support and any recent newspaper/magazine articles.**

**You may submit your application online or send it to our parish office, in care of Trinity Church Community Grants Committee.**

Online Submission:

Parish Office: **950 Chapel Street, 2nd Floor, New Haven, CT, 06510**

**A member of the committee will call you to schedule a visit to your agency or to schedule a phone interview. Among the topics to be discussed and the questions asked will be the following:**

1. We will review your grant application, including the population your agency serves and the metrics of success you intend to use.
2. We will review the financial information you provide. This includes the financial information you provide, your major funding sources, and your projected financial stability.
3. Some of the questions you may be asked are:
* How will the funding support at least one of the four services identified in the Grants Committee Mission Statement, Hunger, Health, Shelter, and Education?
* What are the organization’s major accomplishments?
* What are the current challenges the organization faces?
* Describe how the Board of Directors works to guide your agency. What criteria does your agency have for selecting board members?
* How can we, going forward, improve our relationship to support those in need in our New Haven community?

**We look forward to receiving your application**

**and to doing our best to support the work of your agency.**