



Hunger Fund Committee
Episcopal Church • Diocese of Washington
Episcopal Church House • Mount Saint Alban
Washington, DC 20016-5094 • smyers@edow.org • www.hungerfund.net
202/537-6555 • toll free 800/642-4427 • fax 202/364-6605

GRANT REQUEST

"In projects submitted for funding, the primary objective shall be the provision of food for hungry people." (Diocesan Council May 4, 1980)

Date Submitted: _____ Amount Requested: _____

A. REQUESTING ORGANIZATION:

Organization's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

WebSite? <http://>_____

Contact Person: _____ Telephone: _____

E-mail address? _____

Type of Organization: Tax Exempt Incorporated Episcopal
 Interfaith Community

B. DESCRIPTION OF PROGRAM FOR WHICH THIS GRANT IS SOUGHT:

Target Population: Who are the people being served by this program? How many, and what is the local area that this program serves? What special hunger needs are being met?

Delivery of Services: How will the money be used? Attach Budget for use of Grant Funds and state separately the amount to be spent for food and the amount to be spent for food-related items. Hunger Fund grants may be used **only** for food and food-related serving items such as disposable plates, cups, napkins, forks, knives and spoons:

Funds Management: How will the use of Grant funds be managed and supervised? By whom?

Urgency: Is this an emergency request? If so, please explain.

C. RELATIONSHIP WITH THE DIOCESE:

Involvement of Episcopal Parishes: Which Episcopal Parishes (if any) are involved in the program? Please list in-kind donations and volunteer time contributed, etc. (Monetary donations should be listed below under Item 4: "Program Funding")

D. PROGRAM FUNDING

Diocesan/Episcopal Funding: Has this program received a grant from the Diocese or other sources in the Episcopal Church within the last two years? If so, please list sources, year(s) and amounts.

Other Funding: Please list the other sources of funds for the program:

Future Plans: What are the organization's plans for future funding?

E. ADMINISTRATIVE STRUCTURE OF THE PROGRAM:

Person accountable for the use of Grant Funds:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____
 E-mail address? _____

Accountant:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____
 E-mail address? _____

Treasurer:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____
 E-mail address? _____

Auditors:

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Daytime Phone: _____ Evening Phone: _____
 Date of Last Audit: _____
 E-mail address? _____

F. REQUIRED ATTACHMENTS:

1. Budget for use of Grant (as described under section B, "Delivery of Services")
2. Current year's budget for the grantee organization
3. Latest copy of organization's financial report, where available
4. Statement of purpose of the grantee organization. If incorporated, quote Articles of Incorporation

Prepared by: _____

Position: _____

Daytime Phone: _____

Signature of Preparer: _____

Date: _____

G. SUBMISSION DETAILS:

Please send your grant request to:

Ms. Sharonda Myers
Bishop's Assistant
Episcopal Diocese of Washington
Episcopal Church House
Mount St. Alban
Washington, DC 20016-5094

Ms. Myers may be contacted directly at 202-537-5208, or via e-mail: smyers@edow.org

Submission Deadlines:

The Hunger Fund Committee meets the **second Thursday** of each **odd-numbered month** (January, March, May, July, September, and November). All grant requests **must** be received at Church House no later than the **first** day of the month in which they will be considered. Thus submission deadlines are:

January 1, March 1, May 1, July 1, September 1 and November 1

Exceptions will ONLY be granted for true emergencies and only by the Committee chairperson.

Thank you for your interest in the Diocesan Hunger Fund
and for the good work that you are doing!