

St. Thomas Episcopal Church Good Neighbor Grant
Application Guidelines for Charitable Organizations and Parishes

March 26, 2023

Grant Criteria: Grant funds are intended to support outreach activities that address issues of income inequality or racism, provide support for refugees, aid to those with diverse sexual preference and gender identities, and other issues related to power disparities within our community. The primary focus is on those within the township of Hamilton, but also extends to those covered by parishes within the [Diocese of Central New York](#) (generally including Jefferson, Lewis, Oneida, Onondaga, Madison, Oswego, Chenango, Cortland, Broome, Cayuga, Tompkins, Tioga, Seneca and Chemung Counties). Funds may be used not only to help those in need, but also to provide tools and training for individuals within Madison and Chenango County parishes working to assist others whose needs fall within the scope of the grant.

Eligible applicants: Grant applications will only be accepted from established charitable organizations or parishes engaged in the creation or continuation of projects that address the basic goals of the fund. We do not provide funds directly to individuals.

Application frequency: An organization may only apply once in a calendar year. Applications from organizations that re-apply for funding annually for the same activity should document the success of the previous project and the need for continued assistance.

Application Approval Process: The Allocation Committee will meet twice a year in February and in October to review applications. Applications received by January 31st will be considered in the February review and applications received by September 30th will be considered in the October review.

The Allocation Committee will consider whether the application is complete, if the project meets the goals of the fund, and if detailed budget information and a thorough plan for carrying out the project is provided. Applicants may be asked to meet with the Committee to provide further information and/or clarification.

Applications recommended by the Allocation Committee will be forwarded to the St. Thomas' Vestry for formal approval. All applicants should expect to receive notification of a final decision within 60 days of January 31st or September 30th (depending on the application submission date). Any delays in providing the final decision for the request will be communicated to the applicant.

Minimum grant: \$2,500

There is no specified maximum grant limit. Budgetary information and other data requested on the application form will provide a picture of the true need.

Completing the application:

To help ensure a timely and positive response to your application:

- Complete all applicable sections of the form as requested.
- Clearly articulate your goals and objectives and how they align with the grant criteria.
- Provide as many details as possible about the expected expenses of the project that will be covered by the grant funds as well as any additional funds from other sources that will be allocated to this project.
- Provide any additional information requested by the Allocation Committee in a timely manner.

Follow-up after receipt of funding: Within 12 months of receipt of funds, applicants are expected to provide a report to the Allocation Committee explaining how funds were used and the real or potential impact of the project in the community. The applicant should use the Good Neighbor Grant Follow-up Report Form to provide this information to the Committee.

Retention of applications:

The Allocation Committee will retain a file of all applications for seven years.