

2020 WESTMINSTER COMMUNITY GRANT APPLICATION

ABOUT THE GRANT

Westminster Presbyterian Church has maintained a strong commitment to supporting city-wide organizations that serve our neediest citizens. Now in its ninth year, our annual grant program is open to non-profit organizations in Northern Virginia that provide services in the areas of Children, Hunger, Education, Shelter, and Self-Sufficiency (CHESS). Since 2012, we have awarded 47 grants exceeding \$180,000. This year each grant award is up to \$5,000.

GRANT GUIDELINES

Grants are intended to be used for a single project or need and will not provide on-going funding to any organization. The committee prioritizes projects that can be fully funded with our grant award unless additional funding for the project is already committed. Our preference is for programs, supplies or repairs (rather than staff or consultant compensation). Grant monies must be used within 12 months of the Grant payment; funds not used by this time must be returned to the Westminster Presbyterian Community Grant Fund. All Grant recipients agree to allow Westminster Presbyterian Church to use the organization's name, images, etc. in our publications, web site, and external announcements. Recipients further agree to present, in person, information on how the monies were used to the officers and/or congregation upon invitation. Previous award winners are eligible. **Applications are due by 5:00 p.m. on Friday, April 10, 2020.** Any application received after the deadline will not be considered.

REQUEST (Not to exceed 1000 words; in PDF format)

Please provide the following information about the need this Grant will support:

Organization Name | Contact Name | Address | Phone | Email | Web Site | Amount Requested

Include a **summary of the purpose** of the proposed project or program, its **objectives**, and the **expected outcomes** as a result of this funding. Include both a **project budget** and an **annual operating budget**. In addition, **describe how the program relates** to Children, Hunger, Education, Shelter or Self-Sufficiency. Please submit, with your initial application, a **copy of your organization's IRS Form 990 for 2019 and 2018**.

SUBMITTING THE APPLICATION

Please submit the application in PDF format electronically to communitygrant@wpc-alex.org by **5:00 p.m. on Friday, April 10, 2020**. An acknowledgement of your emailed application will be sent within 48 hours. To make sure your application has been received, if you do not receive an acknowledgement within 48 business hours please resubmit, email communitygrant@wpc-alex.org or call the church office at 703-549-4766.

GRANTS

Upon notification, award winners will be asked to send a .jpg file of the organization's logo. A synopsis of your project may be shared with the congregation. Checks will be presented during the 10:00 a.m. service at Westminster Presbyterian Church on June or July (date TBD) and organizations who are awarded a grant should have a representative present who should arrive for a reception at approximately 9:15 a.m.

FOLLOW UP

Recipients must provide a written summary and photographs to report on how the grant monies were used as soon as possible after project/purchase is completed. Westminster may also request the opportunity to visit with you to see the project or your site after the grant is awarded.

Questions may be directed to Stephanie VanVliet, Community Grant Committee Chair, at communitygrant@wpc-alex.org.

