



*Southminster Presbyterian Church Foundation for  
Ministry, Inc. (SPC Foundation for Ministry)*

# Grant Application

*Grant Application for the Year 2019; Total Funds Available: up to \$26,000*

NAME OF ORGANIZATION: \_\_\_\_\_

Address: \_\_\_\_\_

501(c)(3) organization: yes \_\_\_ no \_\_\_ EIN \_\_\_\_\_

Name of Project: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

**CONTACT INFORMATION:** Please tell us how to contact you with any questions about this

application. Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_



Southminster Presbyterian Church Foundation For  
Ministry

*Changing lives through mission.*

1124 Montgomery Highway, Vestavia Hills, AL  
35216 southmin@bellsouth.net •  
www.southminsterpcusa.org



*Southminster Presbyterian Church Foundation for Ministry, Inc.*

# Grant Application Guidelines

## GRANTS PROCESS AND TIMELINE:

- 1) Applications are due on or before September 1.
- 2) Applicants will be notified on or before November 30.
- 3) Funds will be disbursed according to the terms of the grant, generally in late December.
- 4) All grant recipients are required to submit an annual report on grant impact. The report is due by December 31 of the year following the year in which funds are disbursed.
- 5) Guidelines for the report will be included in the Letter of Award Notification for Grant Recipients.

## THE GRANT APPLICATION IS A PACKET CONSISTING OF THE FOLLOWING:

- 1) Cover Sheet
- 2) A one to two page cover letter explaining the purpose of the request and the anticipated impact of the grant. Please explain who will benefit and how? What difference will this funding make for the people served by your organization? Include the dollar amount requested and the desired timing of the grant payments. The cover letter must be signed by an authorized official of the organization.
- 3) A synopsis of the request. The synopsis is a recap (less than 250 words) of the information provided in the cover letter which will allow the committee to quickly grasp the essence of the grant request.
- 4) Financial Information:
  - a) Program/Project Budget for the proposed program/project
  - b) Current year operating budget
  - c) A list of current revenue/funding sources
  - d) A list of other pending grant requests for this same project. Please include a statement discussing how you plan to sustain the project if funding is received. Also, if you are requesting partial support from the SPC Foundation for Ministry, please indicate how you plan to implement the project/program if you do not receive total funding from other sources.
- 5) Organizations that received funding from The SPC Foundation for Ministry, Inc. during the past grant cycle should include a brief summary of the usage of the prior grant. This is considered an interim report and does not satisfy the responsibility to submit an Annual Report on Grant Impact to cover the full year.

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## GRANT APPLICATION CHECKLIST:

Please use this checklist to ensure your application packet is complete.

- Cover Sheet
- Cover Letter
- Synopsis
- Proposed Program/Project Budget
- Current year Operating Budget
- List of Funding Sources
- Pending Grant Requests and Statement of Sustainability
- Summary of Grant Usage for Organizations currently receiving support from The SPC Foundation for Ministry, Inc.

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## GRANT APPLICATION SUBMISSION:

Please submit your grant request packet to:

Southminster Presbyterian Church Foundation for Ministry,  
Inc. 1124 Montgomery Highway  
Vestavia Hills, Alabama 35216  
Attention: Foundation President

We appreciate your interest in The SPC Foundation for Ministry and we thank you for your work in our community. If you need additional information please contact the Foundation at 205-822-1124 or [southmin@bellsouth.net](mailto:southmin@bellsouth.net).

*To learn more about Southminster Presbyterian Church  
please visit our website at  
[www.southminsterpcusa.org](http://www.southminsterpcusa.org)*



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