



## THE EPISCOPAL DIOCESE OF LOS ANGELES

840 Echo Park Avenue  
Los Angeles, CA 90026  
213.482.2040

### **Annual Appeal Grant Request Guide**

Dear Sisters and Brothers in Christ,

This guide is designed to help you when you are thinking about requesting grants from the Annual Appeal from the Corporation of the Diocese. This guide is developed:

- to acquaint and assist you with the process, thereby making your experience easier and predictable for planning purposes
- to establish a working partnership between your congregation's ministry and the overall ministry of the diocese.



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***Readiness Package***

Please complete this form to the best of your abilities and attach a cover letter outlining the details listed later in this form.

The Grants Committee, including representation from each elected body, will review your applications and consider your request. This Grants Committee will then recommend grant recipients to the Corporation of the Diocese. The Corporation will then make final decisions.

A completed Readiness Package and cover letter will be the information by which they will consider your request. The more detail provided will offer a clearer understanding of the need.

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General Timeline:

- Applications are accepted year-round
- Application periods will operate on a three-month basis (quarterly)
- Grants Committee receives applications one business day after application period closure
- Grants Committee meets within one week of application period closure
- Corporation of the Diocese receives recommendations in their next scheduled meeting



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Name of Church: \_\_\_\_\_

Check one: \_\_\_ Parish; \_\_\_ Mission

**I. Please attach the following documents:**

- Letter describing request, including supporting reasons for request. Please include:
  - The designated need of your organization
  - Efforts of the organization to raise funds
- Income Statement and Balance Sheet for the three previous years (Include Budget vs. Actual)
- Current Budget, Income Statement, and Balance Sheet to date with budget to actual comparisons
- Any additional supporting documentation

**II. Please complete the following background:**

Current year Mission Share Fund (MSF) pledge \$ \_\_\_\_\_

Current year MSF % \_\_\_\_\_

Prior year Mission Share Fund (MSF) pledge \$ \_\_\_\_\_

Prior year MSF % \_\_\_\_\_

Current support from the Diocese and/or Corp Sole: \$ \_\_\_\_\_ Description: \_\_\_\_\_

Prior year support from the Diocese and/or Corp Sole: \$ \_\_\_\_\_ Description: \_\_\_\_\_

Pension Fund payments, lay and clergy up-to-date. Yes / No

Name of Insurance Carrier

Health Benefits \_\_\_\_\_

Worker's Compensation \_\_\_\_\_

Property and Casualty \_\_\_\_\_

Directors and Officers \_\_\_\_\_

Insurance premiums up-to-date Yes / No



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Latest audit report on file: \_\_\_\_\_ (year) Must be in compliance with Title I, Canon 7, Section 1(a): Due 9/1

Property title holder (legal name): \_\_\_\_\_

*Income Statement summary:*

	<b>Current YTD actual</b>	<b>Current YTD budget</b>	<b>Full Year Budget</b>	<b>Prior Year #1 Actual</b>	<b>Prior Year #2 Actual</b>	<b>Prior Year #3 Actual</b>
<b>Income</b>						
<b>Expense</b>						
<b>Surplus/(Deficit)</b>						

Describe debts/liabilities on the balance sheet:

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Describe investments on the balance sheet, including restrictions:

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**III. Details regarding grant request:**

Proposed grant amount:       \$ \_\_\_\_\_

Reason for grant:

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Alternative and/or supplemental grant sources that have been considered:

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Planned use of proceeds:

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