



The Episcopal Diocese of Los Angeles

Dear Siblings in Christ,

The diocesan One Body & One Spirit Annual Appeal is here to help with grants awarded by the Corporation of the Diocese from funds contributed by generous donors throughout the year.

These funds are designated to be used in a way to address the emergent needs of our diocesan faith communities, programs, and institutions to continue operations. Considerations for selection are completeness of the application, the immediacy of need, and potential impact.

Please complete this Readiness Packet to the best of your abilities and attach a cover letter outlining the details listed later in this form. Once completed please email your packet and supporting documentation to emergencyfund@ladiocese.org.

The Annual Appeal Committee (which includes representation from each diocesan governing body) will review your application and consider your request. The Committee will then recommend grant recipients to the Corporation of the Diocese which will make the final determination.

Applications are accepted year-round but grant cycles operate on a twice annual basis. The deadline to submit applications for grants awarded in June is May 1, and for grants awarded in December is November 1. Individual grant awards are limited to \$10,000 and the total limit for awards is \$150,000 annually.

Please reach out to emergencyfund@ladiocese.org should you have any questions.

Thanks and blessings on behalf of the Episcopal Diocese of Los Angeles,

Samantha Wylie
One Body & One Spirit Annual Appeal Coordinator



The Episcopal Diocese of Los Angeles

Name of Church/Institution/Program: _____

Check one: Parish Mission Institution Program

I. PLEASE ATTACH THE FOLLOWING DOCUMENTS:

- a. Letter describing request, supporting reasons for the request, and any efforts the organization has made to raise funds
- b. Income Statement and Balance Sheet for the three previous years
- c. Current Budget, Income Statement, and Balance Sheet to date with budget to actual comparisons
- d. 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)*

Property title holder (legal name): _____

Income Statement summary

	Current YTD actual	Current YTD budget	Full year budget	Prior year #1 actual	Prior year #2 actual	Prior year #3 actual
Income						
Expense						
Surplus/(Deficit)						

Describe debts/liabilities on the balance sheet:

Describe investments on the balance sheet, including restrictions:



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III. DETAILS REGARDING GRANT REQUEST:

Requested grant amount: \$ _____

Reason for request:

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

Planned use of proceeds:
