

THE NEW YORK



ALTAR GUILD, INC.

## 2019 GRANTS PROGRAM GUIDELINES

New York Altar Guild grants are awarded for projects in keeping with the Guild's purpose: to contribute to the support of ecclesiastical services so that all persons can worship in dignity and beauty. Such projects might include new cabinetry in a sacristy, repair of stained glass, refurbishing an organ. The Grants Committee will review each request and present its recommendations to the Board of Directors for approval. Requests may be fully funded, partially funded or denied. The average grant awarded in the past has been in the neighborhood of \$3,000; preference is given to proposals that address the needs of those parishes least able to help themselves. Awards will be announced, in writing, following the April Board meeting.

Applicants for grants should submit three collated copies of the Grant Application including a narrative briefly describing the nature and importance of the issue to be addressed; the approach to be developed, implemented, or tested; the utility of the project (if successfully completed, how and to what extent it would alleviate the situation); the work planned; and relevant qualifications of the person(s) who would direct the project. In addition, please include

- a description of a financing plan for the project, including balance not covered by grant
- a bid or price quote from vendor(s), supplier(s), and/or contractor(s) for entire cost of materials and labor
- a timetable for raising funds not covered by the grant
- a timetable for completion of the project

Photographs or renditions of the proposed project would be appreciated. An on-site visit may be made if the Committee feels that it would be helpful.

Please ensure that all requested parish information as outlined on page 4 of the Grant Application is included with each submission. The deadline for receipt of applications is February 1. Each organization will be notified when its request is received.

Upon completion of their projects, grantees will be required to provide a final report including narrative, financials and photographs. If the project extends past December 31, a narrative update at the end of the calendar year is expected. Please note that in the event that a project is not completed within the projected time frame, we may request that all grant monies be returned.

All application materials should be sent to:

Ms. Shirley Daniels

2333 Fifth Avenue, Apt. 15-E

New York, NY 10037

(212) 283-1498; (646) 704-2433 (cell)

danielsshirley47@gmail.com



## Grant Application 2019 Cycle

**Grant Application Deadline: February 1, 2019**

**Notification Letters Mailed: April 2019**

**All application materials should be addressed to:**

Ms. Shirley Daniels  
2333 Fifth Avenue, Apt 15-E  
New York, NY 10037

**Be sure that you:**

- ✓ Complete a narrative for all criteria as defined in the Guidelines (include additional pages, as needed).
- ✓ Complete every line on the application form with information or “Not Applicable.”
- ✓ Submit a separate narrative and Grant Application for each request.
- ✓ Include completed, signed, and initialed Grant Application Checklist.
- ✓ Provide three collated copies of your application.

**Applications received after February 1 will not be considered.**

For further information or questions, please contact:

Sally Johnston  
(914) 319-6858 (cell)  
sally.e.johnston@gmail.com

*NYAG Grant Application 2019*

## GRANT APPLICATION SUMMARY

How did you hear about the Grants Program?  mailing  web page  word of mouth  
 advertisement  New York Altar Guild brochure

Name of Sponsoring Parish:	
Name of Project:	
Projected date for completing Project:	
Rector or Clergy-In-Charge:	
Address:	
Telephone:	Email Address:

Project Director/Lead:	
Address:	
Telephone:	Email Address:

Amount of Request for 2019: \$
Total Project Income Budgeted in 2019: \$
Total Project Expenses Budgeted in 2019: \$
2019 grant request is        % of expenses.

**Notes for completing Financial Section (page 3):**

The budget must include all income and expenses attributed to the project.

If a deficit is projected, please explain on a separate page how you plan to balance the budget.

**NOTE:** If there is not enough room on the form to provide complete responses, you may attach additional pages as necessary. You are welcome to provide any additional financial information that you believe will be helpful.

## GRANT APPLICATION FINANCIAL SECTION

**Name of Sponsoring Parish:**

**Name of Person Completing this Budget:**

**Name of Project:**

**Date Fiscal Year Begins:**

### Project Budget

<b>PROJECTED PROJECT INCOME</b>	
Draw from Parish Endowment	<b>\$</b>
Grants (list individually)	
In-Kind Contributions	
Sponsoring Parish (cash outlay only)	
Other (describe, i.e., capital campaign)	
<b><i>Total Projected Income:</i></b>	<b>\$</b>
<b>PROJECTED PROJECT EXPENSES*</b>	
*Please include copies of bids or quotes to support these amounts	
	<b>\$</b>
<b><i>Total Projected Expenses:</i></b>	<b>\$</b>
<b>Net Surplus or (Deficit)</b>	<b>\$</b>

## GRANT APPLICATION CHECKLIST

Please ensure all materials submitted are collated into three complete sets

	<b>Initialed</b>
<b>3 copies</b> (single-sided) narrative (may be included in cover letter or on additional pages)	
<b>3 copies</b> (single-sided) Grant Application Summary page 2	
<b>3 copies</b> (single-sided) Grant Application Financial Section page 3	
3 copies of a Work Plan, including a time table for your project	
<b>3 signed copies</b> of this checklist page 4	

### Parish Information

<b>3 copies</b> of current Parish Budget	
<b>3 copies</b> of current vestry list	
<b>3 copies</b> of the most recently filed Parochial Report	
<b>Either: 1 copy</b> of most recent certified audit <b>or</b> 3 <b>copies</b> of Diocesan Alternative Audit	

*I certify that all information included in this application is correct and true to the best of my ability.*

<b>Signature of Rector or Clergy-in-Charge:</b>		Date:
<b>Signature of Project Director</b>		Date:

*If awarded a Grant, please list in the space below (1) to whom check should be made payable; (2) to whose attention check should be directed; (3) address.*

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