

CHURCH DIVINITY SCHOOL OF THE PACIFIC

Celtic Cross Grant Application

DEADLINE: April 7, 2017

Application and supporting materials must be received at CDSP by this date.

[See Details Under – Funding Guidelines & FAQs]

Date

Grant Writer

Name

E-mail

Phone (be sure to include area code)

Mailing Address

Relationship or affiliation with CDSP (if any)

How did you learn about the organization, program, or need for which you are seeking the grant? What is your relationship to the grant recipient(s)?

Grant Recipient

Organization

Mailing Address

Name of Director, CEO, or Administrator

E-mail

Organization website

Grant Details

Amount Requested: \$

Overview of the Project: *(Summary of 200 words or less)*

Proposal Narrative: *(Attach up to three pages. Narrative should contain organizational history, and project justification. Include significance to the CDSP community, the Episcopal Church, and/or the Anglican Communion. State the estimated number of people the grant will serve.)*

Project Budget: *(Include all funding sources and estimated costs for services or goods to be purchased.)*

Organization Description: *(Include a list of officers and board members, and at least one photo depicting your organization's ministry, preferably related to the project for which you seek funding. Descriptive brochures or promotional literature may be included. Are you receiving funds from other sources? If yes, please describe total budget and funding sources.)*

Submitting Grant Applications

Completed application and supporting materials may be sent electronically to:
CelticCrossMissionSociety@gmail.com

Or by postal service to:

Celtic Cross Mission Society
Church Divinity School of the Pacific
2451 Ridge Road
Berkeley, CA 94709

Required Tax Documentation

Tax documentation is required at the time of grant application.

If you are a **tax-exempt organization**, you will need to provide your 501c(3) documentation.

If you are a non-US entity receiving beneficial payment, you will need to complete the W8-BEN form. <http://www.irs.gov/pub/irs-pdf/iw8ben.pdf>

If you are a non-US tax-exempt organization you will need to complete the W8-EXP form.

<http://www.irs.gov/pub/irs-pdf/fw8exp.pdf>

Payment Security

Provide instructions as to how funds should be sent to you, should you be selected as a recipient.

If you wish to have the funds sent through the postal system, include:

Organization name
To the attention of ...
Complete mailing address
City, State, Zip Code

Celtic Cross may require additional information to disburse the funds – such as bank routing numbers, etc.

Celtic Cross Grant Funding Guidelines & FAQs

Who can apply for Celtic Cross Grants?

- Anyone may submit an application
- Organization must be able to provide documentation on tax-exempt status

What are the funding priorities?

- Projects with some connection to the Church Divinity School of the Pacific community
- Funds for organizations with minimal or no other sources of outside funding

What kinds of projects are funded?

- Celtic Cross is the means by which CDSP accomplishes its charitable and missionary activities.
- Grants are given preference for funding when they constitute a significant portion of a total project – i.e., funding a refrigerator for a food bank, instead of a minor contribution to a construction project.
- Funding will be considered for programs that request specific amounts and describe identifiable, measurable objectives or services - i.e., funding play equipment for a new wellness initiative at a children's program, instead of underwriting a percentage of the overall budget for the program.

What kinds of expenses are not funded?

- Airline or other travel expenses
- Salaries or other forms of compensation
- Contributions to lobbying groups or political action committees
- On-going operating funds or annual projects
- Scholarships or funds directly to individuals

How much can I ask for in a grant?

- Grants are expected to be capped at no more than \$2,000 each

How many grants are awarded?

- Grant funding is determined by the amount of money raised by seminary students through parking on Cal football game days, student fees, and community Eucharist offerings. We anticipate that at least \$20,000 will be awarded for 2017.

Award acknowledgement

- Celtic Cross requires a written acknowledgement from each recipient organization, with a description of how the grant was utilized, and at least one digital photo of the project.

Media

- In applying for a grant award, the organization acknowledges that photos and information submitted as part of the application or in the follow-up report may be included in promotions on the Celtic Cross Facebook page and/or the CDSP website, www.cdsp.org.

Application deadline: April 7, 2017

Grant notifications will be made by May 1, 2017. Distributions will be made by May 26, 2017.