

## CELTIC CROSS MISSION SOCIETY GRANT APPLICATION

**DEADLINE: December 3, 2021**

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

[See details under *Funding Guidelines and FAQs.*]

1. **Date:** \_\_\_/\_\_\_/2021

2. **Grant Writer**

a. Name: \_\_\_\_\_

b. Email: \_\_\_\_\_

c. Phone number (with area code): (\_\_\_\_) \_\_\_\_ - \_\_\_\_

d. Mailing address: \_\_\_\_\_  
\_\_\_\_\_

e. How did you learn about the organization, program, or need for which you are seeking a grant? \_\_\_\_\_

3. **Grant Recipient**

a. Program/Ministry name: \_\_\_\_\_

b. Host organization, if applicable: \_\_\_\_\_

c. EIN # (IRS charitable status identification #) \_\_\_\_\_

d. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

e. Name of lead officer (Director, CEO, Administrator in charge, etc.):  
\_\_\_\_\_

f. Email address: \_\_\_\_\_

g. Organization website: \_\_\_\_\_

4. **Grant Details**

a. Amount requested: \$\_\_\_\_\_ (up to \$2000)

b. Overview of project: *Summary of 200 words or less*

c. Proposal narrative: *Maximum 3 pages. Narrative should include a description of the ministry/initiative/program history (and host organization involvement if applicable), project justification, and expected number of people the grant will serve.*

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d. Project budget: Include all funding sources and estimated costs for goods or services to be purchased.

e. Organization description: Include a list of officers and Board/Management Committee members, and at least one photo depicting your organization at work, ideally related to the project for which you are applying for a grant. Brochures and promotional materials may be included. Refer to the budget provided in 4d when describing your organizational sustainability.

**5. Required Tax Documents - To be attached to application by the *December 3rd deadline***

If yours is an **independent tax-exempt organization**, provide your 501c(3) documentation/ tax exempt designation letter from the IRS, in addition to your EIN #.

If yours is a ministry/initiative/program **hosted by a tax-exempt organization**, provide your host organization's documentation as above, *plus* a letter from the organization's leadership attesting to their commitment to hosting your ministry/initiative/program.

**6. Payment Security**

Provide instructions as to how you would prefer funds to be sent to you.

If you wish funds to be sent as a cheque through the postal system, include Organization name, To the attention of... , and complete mailing address.

If you wish funds to be disbursed electronically, provide all relevant information, such as bank account number, and bank routing number.

*Please note: Celtic Cross Mission Society may require additional information for transfer of funds to programs that are awarded grants.*

**7. Completed application and supporting material should be sent electronically to:**

[CelticCross@cdsp.edu](mailto:CelticCross@cdsp.edu)

**Or may be sent via post to:**

Celtic Cross Mission Society  
Church Divinity School of the Pacific  
2450 Le Conte Ave  
Berkeley, CA 94709

***Note: Complete applications must be RECEIVED by December 3rd.***

***Grant notifications to be made December 15th, 2021.***

***Distributions to be made by December 31st, 2021.***

## FUNDING GUIDELINES & FAQs

**Celtic Cross is the means by which CDSP accomplishes its charitable and missionary activities.**

### **Who can apply for Celtic Cross funding?**

- Anyone may submit an application
- Organizations must be able to provide documentation of US tax-exempt status

### **What are Celtic Cross's funding priorities?**

Celtic Cross prioritizes:

- new and innovative ministries, programs, and pilot projects
- organizations that have not received grants from Celtic Cross in the past 3 years

### **What kind of projects are funded?**

- Grants awarded by Celtic Cross usually constitute a significant portion of total project or new initiative funding – i.e., funding a new refrigerator for a food bank.
- Funding will be considered for programs that request specific amounts for specific goods or services, and which describe identifiable, measurable objectives and services - i.e., play equipment for a new wellness initiative at a children's program.

### **What kinds of expenses are not funded?**

- Salaries or other forms of employee compensation
- Recurring expenses and operational funds
- Underwriting of a percentage of overall program budget
- Airline or other travel expenses
- Scholarships or funds directly to individuals
- Contributions to lobbying groups or political action committees

### **How much is a typical grant and how many will be awarded in 2021?**

- Up to \$2000 can be awarded per grant.
- The Managing Committee may award smaller amounts, depending upon funds available and strength of application.
- We anticipate up to \$7,000 in total may be awarded in 2021.

### **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.
- Grantees will also be expected to provide a brief report about the use of Celtic Cross funds and their impact, upon request, for Celtic Cross's communication purposes.

### **Media**

In applying for a grant, organizations organizations acknowledge that photos and information submitted as part of the application or in follow-up reports may be included in promotions on the Celtic Cross Mission Society's (and/or the Church Divinity School of the Pacific's) website, social media, and other communication materials.