

CELTIC CROSS MISSION SOCIETY GRANT APPLICATION

DEADLINE: December 5, 2023

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

[See details under Funding Guidelines and FAQs.]

1. Date: ___/___/2023
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. The narrative should include a description of the ministry/initiative/program history (and host organization involvement if applicable), project justification, and the 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 **must be attached to your application by the 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 the 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 the transfer of funds to programs that are awarded grants.

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

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: Completed applications must be received by December 5th.

Grant notifications to be made by December 17th, 2023.

Distributions to be made by December 31st, 2023.

**Please contact Celtic Cross Missioner John McLean Wolff
with questions at CelticCross@CDSP.edu**

Funding Guidelines & FAQs

Celtic Cross is one 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?

- New and innovative ministries, programs, and pilot projects.
- Organizations that have not received grants from Celtic Cross in the past 3 years may be prioritized.

What kind of projects are funded?

- Grants awarded by Celtic Cross usually constitute a significant portion of the 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 a percentage of the 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 2023?

- Up to \$2000 can be awarded per grant.
- The Managing Committee may award smaller amounts depending upon the funds available and the strength of the application.
- We anticipate up to \$14,000 in total may be awarded in 2023.

Award acknowledgement

- Celtic Cross requires a written acknowledgment 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 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.