



Hunger Fund Committee
Episcopal Church • Diocese of Washington
Episcopal Church House • Mount Saint Alban
Washington, DC 20016 • hungerfund@edow.org
www.edow.org/hungerfund

INITIAL GRANT REQUEST

"In projects submitted for funding, the primary objective shall be the provision of food for hungry people."
(Diocesan Council May 4, 1980)

Date Submitted: _____ Amount Requested: _____

PLEASE NOTE: This request form is to be used by organizations that have not been awarded grants within the last three years by the Hunger Fund Committee. If your organization has been awarded a grant within the last three years, please use the Follow-on Grant Request form.

A. REQUESTING ORGANIZATION:

Organization's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Website: <http://> _____

Contact Person: _____ Telephone: _____

Position: _____

E-mail address: _____

Type of Organization: Tax Exempt Incorporated Episcopal
 Interfaith Community

B. DESCRIPTION OF PROGRAM FOR WHICH THIS GRANT IS SOUGHT:

Target Population: Who are the people being served by this program? How many, and what is the local area that this program serves? What special hunger needs are being met?

Delivery of Services: How will the money be used? **Attach your Budget for use of Grant Funds and state separately the amount to be spent for food and the amount to be spent for food-related items.** Hunger Fund grants may be used **only** for food and food-related serving items such as disposable plates, cups, napkins, forks, knives and spoons. Please **be specific.** (" \$1,000 for food" is not specific enough). One way to categorize the planned expenditures might be by food category (e.g., eggs, bacon, chicken, bread, coffee, etc.). **Note** that expenditures for non-food items (serving items) must be limited to no more than 10% of the grant.

Funds Management: How will the use of Grant funds be managed and supervised? By whom?

Urgency: Is this an emergency request? If so, please explain.

C. RELATIONSHIP WITH THE DIOCESE:

Involvement of Episcopal Parishes: Which Episcopal Parishes (if any) are involved in the program? Please list in-kind donations and volunteer time contributed, etc. (Monetary donations should be listed below under Item 4: "Program Funding")

D. PROGRAM FUNDING

Diocesan/Episcopal Funding: Has this program received a grant from the Diocese or other sources in the Episcopal Church within the last two years? If so, please list sources, year(s) and amounts.

Other Funding: Please list the other sources of funds for the program:

Future Plans: What are the organization’s plans for future funding?

E. ADMINISTRATIVE STRUCTURE OF THE PROGRAM:

Person ultimately accountable for the use of Grant Funds (Rector, Senior Warden, Pastor CEO):

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Evening Phone: _____

E-mail address? _____

F. REQUIRED ATTACHMENTS:

1. Budget for **use of Grant** (as described under section B, “Delivery of Services”)
2. Statement of purpose of the grantee organization. If incorporated, quote Articles of Incorporation
3. Form 501 3C showing non-profit status for the organization.

Prepared by: _____

Position: _____

Daytime Phone: _____

Signature of Preparer: _____

Date: _____

Signature of Rector/Senior Warden/CEO: _____

Date: _____

G. SUBMISSION DETAILS:

Please send your grant request to:

Hunger Fund Grants
Episcopal Church House
Mount St. Alban
Washington, DC 20016-5094

Please email hungerfund@edow.org with any questions.

Submission Deadlines:

Note changes to grant times and submission deadlines as of 2017:

The Hunger Fund Committee reviews requests and makes grants twice a year – at its June and December meetings. The submission schedule is as follows:

- Requests received from December 2 to the following **June 1** will be considered at the June meeting.
- Requests received from June 2 to the following **December 1** will be considered at the December meeting.

Because more requests will be reviewed at the designated review meetings than in the past, the earlier a request is received the better. Exceptions are unlikely and will **ONLY** be granted for **true emergencies** and only by the Committee chairperson.

Thank you for your interest in the Diocesan Hunger Fund
and for the good work that you are doing!