

**Church of the Saviour Foundation
Cleveland Heights, Ohio**

Funding Request

No. _____

1. **Project Name** _____

2. **Contact Person** _____ **Phone** _____

3. **Amount Requested** _____ **When Needed** _____

4. () **Grant** or () **Loan to be repaid as follows:** _____

5. **Project supports (council, committee, organization):** _____

6. **Description of project:**

7. **Expected results/benefits of project:**

8. **Request prepared by:** _____ **Date:** _____

9. **Council, committee chair:** _____ **Date:** _____

10. **Responsible staff member:** _____ **Date:** _____

Action by Foundation Trustees: _____ **Date:** _____

Foundation Account(s): _____

See instructions on next page

Instructions for Grant Requests
Church of the Saviour Foundation
Cleveland Heights, Ohio

The Church of the Saviour Foundation is a 501(c)3 charitable foundation established to support and enhance the ministries of the Church of the Saviour. While certain funds are designated for specific purposes, the majority of the foundation's income is distributed by decision of the foundation trustees. The trustees focus on two primary objectives: assisting in maintaining the unique character of Church of the Saviour's facilities, and funding startup of program innovations. The foundation does make limited distributions supporting ministries in the region where Church of the Saviour has interest.

Following are guidelines on information desired for grant request. Attach additional pages/information when the grant request form does not provide sufficient space.

REQUESTS MUST BE SUBMITTED TO THE SECRETARY NO LATER THAN ONE WEEK PRIOR TO THE QUARTERLY TRUSTEE MEETING.

1. The project name should suggest the purpose of the request.
2. The contact person is the primary point of communication for questions and grant administration
3. Identify the amount requested and expected timing for when funds will be required. Include all costs and fees requested. Funding will not exceed the grant total.
4. Note if the funds request is a grant or a loan. If a loan, identify the planned repayment schedule.
5. For projects within Church of the Saviour, identify the program council, resource committee, task force, etc. which will be supported. If an outside organization, name that organization.
6. Describe the project and how the funds will be used to reach the objectives of the project. If this is a startup effort, identify how long the startup period is expected to be, and how the work is expected to be transitioned to a continuing activity.
7. Define the expected results and benefits of the project. If a startup, identify how the project will be evaluated.
8. Who prepared the grant request?
9. The signature of the council, committee or organization chairperson (or executive officer of an outside organization) is required, indicating that the project supported by the grant request is an important and integral part of the efforts of the council, committee or organization. **The purchase of any property, including computers and audio visual equipment must also have the signoff of the chairperson of the Church Board of Trustees or his designee.**
10. The signature of the responsible staff member is required, indicating concurrence with the project.

The items below the solid line are for foundation administration.