



# SAINT PETER'S EPISCOPAL CHURCH

THE REVEREND STEPHANIE WETHERED  
RECTOR

July 28, 2011

The Saint Peter's Outreach Endowment Committee invites you to apply for a grant for the upcoming year.

Please follow the specific guidelines for the application listed below. In the past we received some applications that were either too detailed or not informative enough. As a result we felt that we were making some allocation decisions based only on our general knowledge of the organization. We believe that this is not fair to those organizations that are new to us. Please follow this application format which provides us with the information that we need, while hopefully not requiring a great deal of your time.

The application contains four elements:

1. A Mission Statement describing, in one or two paragraphs, your organization's primary objective.
2. An operating statement for the current year, showing both sources of income and expenses.
3. A budget for next year in the same format.
4. A statement telling us how you would plan to use the grant. Please be specific.

**The application should not exceed four pages in total,  
not including the Cover Sheet.**

In order to insure compliance with these guidelines, the committee will not grant any funds to organizations that do not provide us with an application that meets the guidelines.

**The deadline for submitting applications will be September 24<sup>th</sup>.** The committee will meet during October in order to review the applications and we may ask you to send a representative to meet with us in order to provide additional information. Additionally, we may request a site visit. We expect to complete the review process in November and distribute the grants in December. **Please remember the deadline is September 30, 2011.**

If you have any questions, please call Liz Irwin, Outreach Chair, at the parish office (973) 226-6500.

Sincerely,

The Saint Peter's Outreach Endowment Committee