

Churchwomen of St. Stephen's Episcopal Church
4805 NE 45th Street
Seattle, WA 98105.

tel. (206)522-7144, fax.(206)522-4209

MEMORANDUM TO APPLICANTS FOR FINANCIAL GRANTS

For more than fifty years, proceeds from the operation and subsequent sale of Cloud 9, a consignment shop, have been distributed to the charitable, educational, health, cultural and welfare organizations of the community by means of grants researched by the Cloud 9 Grants Committee. These grants then are presented to the Churchwomen of St. Stephens for final approval. The areas in which these grants have been given vary widely, as do the needs of the community.

Grants from Cloud 9 are awarded first to one-time or 'seed money' proposals which meet human need where other funds, such as United Way and government support, are not forthcoming. Other requests are then considered as funds are available.

**GRANTS ARE NOT GIVEN TO INDIVIDUALS, OR FOR SALARIES, OR ON-GOING OPERATING BUDGETS, STAFF COMPENSATION OR CAPITAL CAMPAIGNS.
GRANT REQUESTS SHOULD BE AS SPECIFIC AS POSSIBLE.**

Grant requests should be submitted by January 15th for the once-a-year grants considerations.

Application forms are available from the church office
or on-line at "admin@ststephens-seattle.org."

Upon completion, please mail (not email) to:

Chairman
Cloud 9 Grants Committee
St. Stephen's Episcopal Church
4805 N.E. 45th Street
Seattle, WA 98105

Applications may be made informally by letter, signed by the president, director, or chief operations officer of the organization, and contain the information listed below:

- 1) Name and address of the organization requesting grant.
- 2) Names of officers and directors
- 3) Statement of income by sources and expenses for the last calendar of fiscal year and budget for the current year, as well as verification of non-profit status.
- 4) Field of operations(eg: education, child welfare, social services, arts, health services,)
- 5) Amount requested. Please itemize each part of the amount; be as specific as possible.
- 6) Purpose, description and duration of special project for which funds are requested. Please remember we do not award grants for operations budgets or individual/ staff compensation.
- 7) Have you made application to any other organization for support of this project. If so, to whom and for how much?
- 8) Method of financing beyond Churchwomen's grant.
- 9) Have you received a grant from the Churchwomen in the past? If so, how long ago?
- 10) How did you learn of Cloud 9 Grants?
- 11) Any other information you consider pertinent to support your application.
- 12) Name and telephone number of person to contact for additional information.

We will call you if additional information is needed.