

WILLIAMSPORT-LYCOMING COMMUNITY FOUNDATION

THE GANISTER ORTHODOX FOUNDATION GRANT GUIDELINES

The Ganister Orthodox Foundation is a donor-advised component fund of the Williamsport-Lycoming Community Foundation. The fund was founded in 2001 to preserve and perpetuate the teaching, mission, and ministry of the Orthodox Church in America or its canonical successors and its correlative institutions, organizations, agencies, and ministries. Also, a percentage of the fund's income will be used to meet community health needs in Lycoming County.

Grants are made to qualifying 501(c)(3) organizations or charities described under IRS Section 509(a)(1), which includes qualified religious organizations, on an annual basis. Completed applications are **due by July 1**.

General Criteria for Reviewing Requests: The grant review process is expected to be competitive—there are always more funding requests than there is available funding. The Foundation favors proposals that:

- Address priority needs of the Orthodox Church in America and/or opportunities in catalytic ways that enhance its mission.
- Show evidence of qualified leadership to complete project and responsibly administer grant funds.
- Clearly articulate a need/opportunity, demonstrate an effective focusing of human & financial resources, and hold potential for successfully impacting the identified need/opportunity.
- Combine clear goals with a plan for evaluating progress & measuring the outcomes to be achieved.
- Demonstrate a stable funding base from other sources and/or the ability to achieve long-term self-sustainability, especially when seeking start-up or seed funding.
- Use volunteers and in-kind support to reduce and complement financial support.
- Demonstrate potential for Foundation funds to leverage funding from other sources and/or propose use of a Foundation grant to attract matching funds.
- Does not duplicate other programs or projects serving the church.
- Is consistent with the teachings and ministry of the Orthodox Church in America.

Limitations: Generally **no grants** will be provided for:

- Endowments (unless created within the Foundation)
- Ongoing operational support (except for seed funding or in special situations as identified by the fund's advisory board)
- Annual campaigns and event sponsorships
- Debt reduction
- Direct grants to individuals
- Research grants of a highly technical or specialized nature

Grant Size: Foundation grants are typically up to \$1,000.

Funding Request Process: Applicants must be qualified to receive tax-exempt contributions, including religious organizations defined under Section 509(a)(1) and public charities as defined by IRS Section 501(c)(3). All applicants must complete a Foundation Grant Application and include all materials listed on the checklist on page two of the application. All applicants must submit **one original and six (6) complete copies of the application and attachments by July 1**. Awards will be announced in September.

**WILLIAMSPORT-LYCOMING
COMMUNITY FOUNDATION**

For Official Use Only

Batch #: _____

Grant #: _____

Amount \$ _____

THE GANISTER ORTHODOX FOUNDATION GRANT APPLICATION

Submit 1 Original & 6 Copies of application & all attachments by July 1 to:

First Community Foundation of PA
Attn: Manager of Program and Scholarship Services
330 Pine Street, Suite 401, Williamsport, PA 17701

For more information: 570-321-1500, toll-free 1-866-901-2372 or e-mail BettyG@fcfpa.org

—Please print or type—

Organization Name: _____ Tax ID No: _____

Contact Name: _____ Phone: _____

Title: _____

Address: _____ Date Founded: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Web-site Address: _____

Mission of Organization: _____

Brief Description Clients/Constituencies Served: _____

Brief Description of Traditional Funding Sources: _____

Total Annual Budget: _____

Summary of Need for Which Funds are Requested

Amount Requested: _____ Total Project Budget: _____

Description of Project/Need: _____

Checklist of attachments (*Please include the following with application—if you are unable to provide any of these items, please state the reason why in your cover letter*):

- _____ Copy of most recent IRS letter regarding your organization’s tax-exempt status.
- _____ List of Officers for Board of Directors to include occupations and addresses.
- _____ Copy of most recent financial statements.
- _____ Complete all sections of the attached program budget form.
- _____ Current itemized annual budget and, if requesting funds for a specific project, an itemized project budget.
- _____ List of current and anticipated sources of both annual and project support, including the current status of any pending funding requests.
- _____ Cover Letter (not to exceed 3 pages) to include: Brief overview of organization’s purpose & history; explanation of current need, problem or opportunity; how project being proposed for funding will address need/problem/opportunity; brief description of activities, timeline(s), staff & volunteers involved, including cooperative efforts with other organizations; why Foundation funding is required; and how project will be evaluated for effectiveness in addressing stated need/problem/opportunity.

Applicant certification: *To the best of my knowledge, statements in this application and all attachments are true and correct; the document has been duly authorized by the governing body of the applicant; the applicant agrees to report to the Foundation on the use of any grant funds received and on the progress of the project to be funded; and the applicant will comply with applicable laws, regulations, terms, and conditions in effect at the time of a grant award. I further understand that the First Community Foundation of Pennsylvania, in evaluating this grant application, may review any information submitted as part of this request with advisors of the Foundation’s choosing and will treat information submitted by applicant in a confidential manner.*

Name (*printed or typed*): _____ Title: _____

Signature: _____ Date: _____
Applicant

Signature: _____ Title: _____
Supervising Clergy

THE GANISTER ORTHODOX GRANT APPLICATION
PROJECT BUDGET FORM

Applicant: _____

Project: _____ Date: _____

SECTION ONE – PROJECT INCOME

Funding Sources List each actual and/or anticipated source of funding for this project ONLY.	Amount	Check One	
		Funds Committed	Funds Requested
The Community Foundation Grant Box 1			
Total Project Income Box 2			

SECTION TWO – PROJECT EXPENSE

Expense Items List expenses for this project. On a separate page, provide a brief description of any items that are not self-explanatory.	Amount	Amount of item to be funded by Foundation grant
Total Project	\$	\$

Should match Box 2 Should match Box 1