

***SAINT MARK'S CATHEDRAL  
COMMUNITY MINISTRIES COMMITTEE  
POLICY STATEMENT***

The Community Ministries committee is a committee of the Vestry dedicated to considering requests for financial and volunteer support from worthwhile community activities locally, nationally and around the world. Our mission is to assist entities which seek to serve the poor and disadvantaged, relieve suffering, and provide sustenance, both spiritual and physical, to those in need of assistance whose needs are not met by existing levels of governmental or charitable funding.

We are particularly concerned with the needs of children, the homeless, elderly, and the victims of poverty, crime and religious persecution.

It is our recommendation that funds awarded by this committee be distributed by the following suggested formula:

- No less than 60% of funds awarded shall be made to deserving projects in our local/regional community;
- Up to 20% of funds awarded may be given to worthy projects within our national borders, but outside our local community;
- Up to 20% of funds awarded may be given to worthy projects in the international community.

These levels are suggested as a general rule of thumb only. Any project meeting an urgent national or international community need may be recommended for funding above these suggested levels by a majority vote of the committee.

Committee members perform due diligence in evaluating each request. Completion of a formal funding application template is required for larger funding requests. Committee members have direct contact with ministries supported with Cathedral funds.

The Community Ministries Committee meets the second Monday of each month at 5:30 p.m. in the parlor. All parishioners are welcome to attend committee meetings and participate in this outreach ministry.

All recommendations are reviewed by the Vestry for final funding decisions.

***SAINT MARK'S EPISCOPAL CATHEDRAL  
COMMUNITY MINISTRIES COMMITTEE  
908 Rutherford Street  
Shreveport, LA 71104-4246***

Dear Partner in Christian Service;

Thank you for your interest in funding from the Saint Mark's Cathedral Community Ministries. Attached is an application package for your use in applying. If you are requesting funding in an amount of \$500 or less, you may submit the attached Application Fact Sheet and a cover letter which provides a brief description of the program, its physical location and the total amount of funding being requested. This letter should be signed by the Chief Executive Officer of your organization. If the review committee desires additional information, you will be contacted by phone or letter.

Please complete the Application Fact Sheet and provide a cover letter explaining your request. If you are requesting more than \$500 in funding you need to include the narrative and attachments requested in the Application Outline. With few exceptions, requests for higher levels of funding must follow the application outline format. You may add other information, but your proposal - exclusive of budget, application fact sheet, cover letter and attachments- should not exceed five typewritten pages.

After submitting your application, please be prepared to have a representative of your program meet or speak with a Community Ministries committee representative. In addition, all programs funded will be required to report back to the committee upon the use of funds and program outcomes at the completion of each project.

If you have any questions or would like assistance in completing your application, please feel free to contact Candace Higginbotham at 470-3001 (cell). We welcome your questions and interest.

Sincerely,

Community Ministries Committee  
Saint Mark's Episcopal Cathedral

**SAINT MARK'S CATHEDRAL  
COMMUNITY MINISTRIES COMMITTEE  
APPLICATION FACT SHEET**

Agency/Program Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Federal Tax ID #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Type Organization:

\_\_\_\_\_ Separate 501 (c) (3) Non-Profit Organization      \_\_\_\_\_ Church Based Non-Profit

\_\_\_\_\_ Other (Explain) \_\_\_\_\_

Annual independent audit? \_\_\_\_\_yes      \_\_\_\_\_ no      Date of last audit: \_\_\_\_\_

New program? \_\_\_\_\_yes      \_\_\_\_\_no      Funding Amount Requested: \_\_\_\_\_

Primary Client Population: \_\_\_\_\_

Services proposed/provided: \_\_\_\_\_

Total Clients Served Annually: \_\_\_\_\_      \_\_\_\_\_ proposed      \_\_\_\_\_ actual

Primary Funding Source(s): \_\_\_\_\_

**APPLICATION PROCESS:**

*To apply for community ministries funding from Saint Mark's Cathedral in excess of \$500, please follow the instructions in the application outline below. You may add other information, but your proposal - exclusive of budget, this form, cover letter and attachments- should not exceed five typewritten pages.*

*Please submit the completed application to:*

*Saint Mark's Cathedral  
Community Ministries Committee  
908 Rutherford Street  
Shreveport, LA 71104-4246*

**SAINT MARK'S CATHEDRAL  
COMMUNITY MINISTRIES COMMITTEE  
APPLICATION OUTLINE**

**Cover Letter:**

*Provide a one page letter which provides a brief description of the program, its physical location, and the total amount of funding being requested. This letter should be signed by the Chief Executive Officer of the lead organization.*

**Program Description:**

*Describe the proposed program and its purpose, including:*

- a. What community need are you planning to address?*
- b. Explain how the program proposes to address the identified need.*
- c. Describe the population and geographic area targeted by the program.*
- d. Describe your organization's capacity to deliver the proposed services.*
- e. Identify any collaborating partners and services rendered.*
- f. Provide anticipated program outcomes. How many people do you propose to serve? How will you measure your success?*
- g. Identify other funding resources which support this program. How are their funds being utilized?*
- h. If you plan to operate this program beyond one program year, describe your funding development plans to sustain the program or expand services beyond the period for which you are requesting support.*
- i. Provide your organization's mission statement or a brief statement containing any other information you think appropriate to explain or support your funding request.*

**Program Budget:**

*Include a separate line item budget and a brief budget narrative. If an existing program, include a copy of your prior year budget.*

**Required Attachments:**

- A list of applicant's board members or community advisory body, including names, addresses and phone numbers.*
- A copy of your organization's IRS Tax Determination Letter - 501 (c) (3) designation.*
- A letter of support from each collaborator or partner signed by the organization's Chief Executive Officer.*
- If applicable, a list of names, addresses, phone, e-mail and fax numbers of each collaborating or partner organization involved in the project.*