

## GRANT APPLICATION

Southminster Presbyterian Church Foundation for Ministry, Inc.  
(SPC Foundation for Ministry)

Grant Application for the Year 2025: Total Funds Available: up to \$38,650

NAME OF ORGANIZATION: \_\_\_\_\_

Address: \_\_\_\_\_

501 (c)(3) organization: Yes \_\_\_ NO \_\_\_ EIN: \_\_\_\_\_

NAME OF PROJECT: \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_

CONTACT INFORMATION: Please tell us how to contact you with any questions about this application

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**SOUTHMINSTER PRESBYTERIAN CHURCH FOUNDATION  
FOR MINISTRY, INC.**

*Changing lives through mission.*

1124 Montgomery Highway

Vestavia Hills, AL 35216

[contact@southminsterpcusa.org](mailto:contact@southminsterpcusa.org)

[www.southminsterpcusa.org](http://www.southminsterpcusa.org)

*SOUTHMINSTER PRESBYTERIAN CHURCH  
FOUNDATION FOR MINISTRY, INC.*

GUIDELINES

GRANTS PROCESS AND TIMELINE:

- 1) Applications are due on or before September 1.
- 2) Applicants will be notified on or before November 30.
- 3) Funds will be disbursed according to the terms of the grant, generally in late December.
- 4) All grant recipients are required to submit an annual report on grant impact. The report is due by December of the year following the year in which funds are disbursed.
- 5) Guidelines for the report will be included in the Letter of Award Notification for Grant Recipients.

THE GRANT APPLICATION IS A PACKET CONSISTING OF THE FOLLOWING:

- 1) Cover Sheet
- 2) A One or two page cover letter explaining the purpose of the request and the anticipated impact of the grant. Please explain who will benefit and how. What difference will this funding make for the people served by your organization? Include the dollar amount requested and the desired timing of the grant payments. The cover letter must be signed by an authorized official of the organization.
- 3) A synopsis of the request. The synopsis is a recap (less than 250 words) of the information provided in the cover letter which will allow the committee to quickly grasp the essence of the grant request.
- 4) Financial Information:
  - a. Program/Project Budget for the proposed program/project
  - b. Current year operating budget .
  - c. A list of current revenue/funding sources
  - d. A list of other pending grant requests for this same project. Please include a statement discussing how you plan to sustain the project if funding is received. Also, if you are requesting partial support from the SPC Foundation for Ministry, please indicate how you plan to implement the project/program if you do not receive total funding from other sources
- 5) Organizations that received funding from the SPC Foundation for Ministry, Inc. during the last grant cycle should include a brief summary of the usage of the prior grant. This is considered an interim report and does not satisfy the responsibility to submit an Annual Report on Grant Impact to cover the year.

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GRANT APPLICATION CHECKLIST

Please use this checklist to ensure your application packet is complete.

- Cover Sheet
- Cover Letter
- Synopsis
- Proposed Program/Project Budget
- Current Year Operating Budget
- List of Funding Sources
- Pending Grant Requests and Statement of Sustainability •  
Summary of Grant Usage for organization currently receiving support from the SPC Foundation for Ministry, Inc.

GRANT APPLICATION SUBMISSION

*Please submit your grant request packet to:*

*Southminster Presbyterian Church Foundation for Ministry, Inc.  
1124 Montgomery Highway  
Vestavia Hills, Al 35216  
Attention: Foundation President*

We appreciate your interest in the SPC Foundation for Ministry and we thank you for your work in our community and the world. If you need additional information please contact the Foundation at 205-822-1124 or [contact@southminsterpcusa.org](mailto:contact@southminsterpcusa.org)