

# ST. LUKE'S EPISCOPAL CHURCH

## CHARITABLE GIFT POLICY

### **Purpose of Charitable Gift Policy**

We are called to make disciples of Jesus Christ for the transformation of the world, a world that because it is transformed, begins to reflect the prayer that we so often pray ... “on earth as it is in heaven.”

In 2014 St. Luke’s conducted a Capital Campaign to rejuvenate the Nave. At that time, pledging donors were asked if they would like to have five percent of their contribution applied to outreach ministries. Based on the amount contributed to the campaign and donor preferences, St. Luke’s has approximately \$50,000 set aside for outreach ministries.

In this context, St. Luke’s will give a charitable gift of up to \$5,000 to organizations or parish ministries to fund projects such as, but not limited to, hunger assistance, homeless assistance, substance abuse/mental health services and refugee assistance.

### **Who Can Apply**

Charitable gifts will be given to those organizations/ministries that are supported by commitments of time and/or leadership of three or more individuals active at St. Luke’s.

### **Application Process**

To apply, a Charitable Gift Application Form must be submitted to the parish office ([office@stlukesevanston.org](mailto:office@stlukesevanston.org)).

### **Key Gift-Awarding Criteria**

The following criteria will be considered when applications are reviewed:

- The organization’s mission should be in congruence with the parish of St. Luke’s and the Episcopal church
- Outcomes should be measurable and achievable
- Opportunities for the members of St. Luke’s parish to be directly involved in the organization should be provided
- The organization should be culturally sensitive and inclusive

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## **Key Gift-Awarding Criteria (continued)**

Other criteria of interest in the reviewing process:

The organization should demonstrate a plan for future sustainability, or fully describe the one-time need it has identified. (It is important to note that continued support for an organization/ministry should come from the fundraising efforts of that organization/ministry.)

## **Gift/ Notification Cycle**

Applications may be submitted at any time. All applications received during a quarter will be reviewed at the end of that quarter by a committee made up of three sitting St. Luke's Vestry members and the Rector. The committee will make a recommendation at the next scheduled Vestry meeting and will be voted on by the Vestry. Applicants will be notified via email if the application is accepted or denied. If the application is denied because it is incomplete, it may be resubmitted the next quarter.

# ST. LUKE'S EPISCOPAL CHURCH CHARITABLE GIFT APPLICATION

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

ORGANIZATION ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

CONTACT ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

1. Please describe your organization's mission:

2. Please indicate the category that best describes the area of your request (check only one):

Hunger Assistance

Substance Use/Mental Health Services

Other (please identify):

Homelessness Assistance

Refugee Assistance

3. Request Amount: \$ \_\_\_\_\_

Is this just a portion of the full project budget? If so, what is the project budget amount (you may approximate)?

4. If there are other sources of funding, please name the top three and provide the amounts:

1)

2)

3)

5. Average annual number of paid employees:

Full Time \_\_\_\_\_

Part Time \_\_\_\_\_

6. Average annual number of volunteers: \_\_\_\_\_

# ST. LUKE'S EPISCOPAL CHURCH CHARITABLE GIFT APPLICATION

7. Please describe involvement of St. Luke's parishioners in the project. (100 words or less)

8. Please describe the project for which you are requesting funds and its history. (100 words or less)

9. How will you spend this grant money if successful? Please provide detail. (50 words or less)

10. How will you measure the positive outcomes of the project? Please provide both quantitative metrics and qualitative observances. (50 words or less)

11.  Check here if you approve publishing your organization's name and contact information on the St. Luke's website and in the weekly Winged Ox email.

12. Please attach most recent Federal Tax Exempt Status [501(c)3] determination letter from the Internal Revenue Service.

Mail or Email to:

St. Luke's Episcopal Church

939 Hinman Avenue

Evanston, Illinois 60202

office@stlukesevanston.org

(847) 475-3630