

2018-2019 Grant Application & Guidelines

For many years the Memorial Church has had the privilege to assist a variety of worthy programs and projects with grants from the Sunday offering. Grants are awarded by a committee whose members are drawn from throughout the congregation. The committee is chaired by James W. Lawson, a member of the congregation. If you are interested in learning more about the process or have proposals to suggest, please contact KMarie Tejada, Grants Committee Co-Chair, at memorialchurch@harvard.edu. Please type "Grants Committee" in the e-mail subject box.

The Grants Committee evaluates requests for support with regard to the following criteria:

- Grants are to be made for projects and programs providing creative solutions to specific social and community problems.
- The Committee prefers to support organization that do not receive substantial funds from established funding agencies but excludes no group from consideration.
- In awarding grants, the Committee first considers organizations in the local community, then those in surrounding areas, then throughout the Commonwealth and the region.
- The Committee is especially interested in programs that involve Harvard University students in community outreach but does not exclude others from consideration.
- It is essential to keep in mind that the Committee makes grants for *specific* purposes rather than for general operating expenses. Grants for salary and staffing costs are rare.
- Consideration may be given to those groups that did not receive an award in the past year.

Please complete the cover page form (by typing or printing clearly) and attach the following:

1. Mission Statement of the organization.
2. Description of the specific project or undertaking for which the grant is sought.
3. Description of how this particular project contributes to the overall goals of the organization.
4. Description of how the project, program and organization fit into the above guidelines.
5. The *specific* amount requested. Itemized requests are preferred, when appropriate.
6. The Operating Budget for the current fiscal year.
7. The most recent audited financials.
8. Detailed description of how any previous grants from the Memorial Church were used.

Completed applications must be received by Friday, January 11, 2019:

**Grants Committee
The Memorial Church
One Harvard Yard
Cambridge, MA 02138**