



## The Bishop Whittemore Foundation

*An ecclesiastical corporation to foster, develop or contribute to the support of the religious, educational and charitable work of the Episcopal Diocese of Western Michigan*

# Grant Application Form

*Last updated April 2017*

Date: \_\_\_\_\_

*This is a fillable form - type your answers, place your cursor in the field.*

Title of Grant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (      ) \_\_\_\_\_

Parish \_\_\_\_\_ Rector's Name: \_\_\_\_\_

*(Choose from the drop-down menu)*

Vestry Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (      ) \_\_\_\_\_

Amount of grant money requested: \_\_\_\_\_

Brief description of need for grant:

Brief description of how grant request matches expressed needs of parish:

Brief description of available funding and resources: (Attach present budget of parish)

Financial: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date when grant monies are needed: \_\_\_\_\_

Brief description of parish activities:

Brief description of future growth visions:

Significance to your parish if grant is approved:

**Submit these documents with your application:**

- Current parish budget with most recent year-to-date revenue and expense report.
- Most recent parish balance sheet.
- Most recent parish parochial report.
- A list of all Bishop Whittemore Foundation Grants received by the parish in the last ten years.

Authorized Applicant Signature: \_\_\_\_\_

**Points of Information**

- As a matter of sound stewardship, it is the current policy of the Bishop Whittemore Foundation (BWF) to limit the total grants awarded in the calendar year to four (4%) of the asset value of the BWF assets at the end of each of the last twelve (12) quarters preceding the calendar year. The total amount available for granting by the BWF in calendar year 2016 is \$93,005.
- It is the current policy of the BWF to limit any individual grant to ten (10%) of the total amount available for granting in the calendar year. The maximum amount of any grant in 2016 is \$9,300.
- The BWF fiscal year is from January 1st to December 31st of each year.
- The BWF meets the fourth Friday of January, April, July, and October at St. Mark's Church Grand Rapids, MI at 2:00 p.m.
- The BWF will consider grant applications received at least thirty (30) days before scheduled meetings.
- The applicant must have a person or persons familiar with the grant application attend the BWF meeting to give a brief presentation and answer questions the trustees may have.
- When approved, the BWF will assign a trustee as contact person.
- The BWF grant is an outright gift to parish.
- The BWF requests progress reports, and wishes to be contacted when project is complete.
- The BWF will consider lending monies for deserving projects.

**Mail completed form to**  
Bishop Whittemore Foundation  
P.O. Box 6724  
Grand Rapids, MI 49516

