

## **Saint Andrew's Episcopal Church Community Grant Program Application Form**

*"Echo the Love"*

**Saint Andrew's Episcopal Church**  
**Post Office Box 2789 Saratoga, CA 95070**  
<https://www.st-andrews-saratoga.org/Grants>

Saint Andrew's Episcopal Church welcomes applications from nonprofit organizations in Santa Clara County and in the Diocese of El Camino Real that support children and adults who are experiencing hunger, homelessness, abuse, physical or mental illness, and to those experiencing and/or transitioning from incarceration. There is a maximum funding of \$3,000 per grant for each granting cycle.

The Echo Shop, a resale clothing and housewares shop in downtown Saratoga, provides the majority of the grant funding. Additional funding is provided by investment income from legacy gifts to Saint Andrew's and special fundraising events.

### **Additional Important Criteria:**

- A member of Saint Andrew's Episcopal Church & School Community is associated with the organization.
- There is a clear understanding of how the grant will be used.
- The program benefits disadvantaged individuals within Santa Clara County.
- Organizations applying for grants must have filed for or already be a federally recognized nonprofit organization or be an outreach program of Saint Andrew's Episcopal Church.
- At the conclusion of the six-month grant period, organizations must submit a statement detailing how the grant money was spent and an assessment of the impact of the grant on the program. Organizations may also be asked to provide a site visit to members of the Community Grant Committee.

Due to fluctuations in the amount of funds available each granting period, there is no guarantee of funding to an agency or program from one granting period to the next. All agencies must reapply for grants each new grant cycle. The current grant cycle deadlines are May 1 and October 15.

Grants may not be used for payments of salaries, purchases of land, construction, property rental fees, politically related programs, i.e. elections or legislation. Incomplete grant forms will be eliminated from consideration.

Financial assistance is given irrespective of race, color, creed, ethnic origin or sexual orientation.

## **Grant Application**

Organization name:

Address:

Telephone Number:

Grant Contact Name:

Email address:

Title of Contact:

Is a member of the Saint Andrew's Church and School Community (to include church members, students, parents, teachers, alumni, and the Echo Shop members) associated with your organization?    Yes            No

If so, who? Name:

                    Contact Information:

If not, who can we contact for a tour of your agency?

                    Name:

                    Contact Information:

Please attach the following:

- A copy of your organization's Internal Revenue Service 501c3 letter.
- Most recent Financial Statement (preferably audited).
- List of Board Members.

How many years has this project/program existed?

### **Section I: Organization Information**

A. Brief Description of the Organization (Please attach a short paragraph description)

B. Organization's website address (URL)

### **Section II: Grant Request Information**

A. How do you plan to use the money? (Please attach a concise document describing how the money will be used)

Some sample things that we'd like to know about the project/program are:

- The program activities.
- The need/situation that the project/program addresses.
- The population that will be served. (i.e., infants, children, youth, families, older adults, number of people, demographics, and geographic area, etc.)

### B. Program/Project Financing:

- Requested Amount:
- Please itemize how the grant money will be spent?

- What is the organization's overall budget? (Attach a brief summary of total Income and expenses)

*Note:* In general, Saint Andrew's does not award grants in excess of \$3,000

Organization Head/Grant Contact Signature:

## To Complete Your Application

1. All documents and information requested above must be submitted. Failure to include any item may result in rejection or delay in processing and reviewing your request.
2. Deadline for submission is October 15, 2026.
3. Agreement and Indemnification must be signed (below, on this application form). Please submit your application and additional documents as a Microsoft Word or PDF document in an email to [grants@st-andrews.org](mailto:grants@st-andrews.org)

**Agreement and Indemnification**

You agree that you will use any grant that Saint Andrew's Episcopal Church of Saratoga, CA, may award you in the manner described in this application and in compliance with applicable law and you for narrative and accounting reports.

You also agree to identify Saint Andrew's Outreach Fund as a supporter of your organization, and feature a link to Saint Andrew's Church website <https://www.st-andrews-saratoga.org> on your website.

Saint Andrew's Episcopal Church of Saratoga, CA, shall not be liable in any way, and you agree to indemnify and hold harmless Saint Andrew's Episcopal Church of Saratoga, CA, for any and all loss, claims, expenses and damages arising out of, resulting from or in connection with any actions you may take or fail to take, or that may be taken or fail to be taken on your behalf, in connection with any such grant and the project(s) described in this application.

Name of Applicant.

Title of Applicant.

Name of Organization.

Date of Application.

Signature of Applicant.