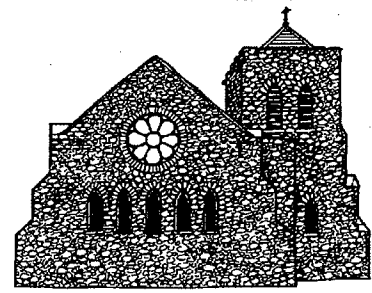


ST. JOHN'S EPISCOPAL CHURCH

35 PARK STREET
WILLIAMSTOWN, MA 01267
TEL 413-458-8144
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March 2018

Dear Outreach Partner,

You will be interested to know that we are strengthening our outreach program so we can more effectively support the wonderful work of organizations we fund and the people they serve.

To build a more informed working relationship with grantees, we are instituting an application process this year. All organizations will now submit an application (see enclosed) to be funded. Applications are available electronically on our website (www.saintjohnswilliamstown.org) and can be submitted by email outreach@saintjohnswilliamstown.org which is preferred, or by mail. All applications must be submitted by May 1, 2018.

Every application will be considered for funding. However, this is a competitive process, so there is no guarantee that every proposal will be approved, or approved for the amount requested. Applications will be reviewed in May, decisions made, and funds sent out by June 30th at the latest. We hope that this earlier distribution of funds will be helpful to grantees. All funds must be used within the calendar year awarded.

Two types of grants are available:

- **General Purpose Grants-** up to \$1,000 can be used for non-specific, general support (e.g., wages, operational expenses).
- **Special Impact Grants-** up to \$4,000 can be used for specific projects or programs. Organizations receiving these grants are required to provide a more detailed explanation about how they plan to use the funds, as well as the expected outcomes. They are also required to complete a basic end-of-year report.

Three priority issue areas will be given preferential consideration for funding in 2018: children in crisis, food insecurity, and immigrants/refugees. Organization that are focusing on health care, social justice/advocacy, opioid/addiction, seniors, veterans, and housing, may also be funded.

Since we would like to get to know more about our grantees and the work they are doing, we are also requesting all of our grant recipients, especially those receiving Special Impact Grants, to identify ways they might be able to communicate (e.g., newsletters, phone calls, or SKYPE, etc.) with St. John's during the year.

We hope you will consider submitting an application and also offer your advice about how the new forms and processes might be improved. If you have any questions about our new policies and procedures, please feel free to contact us at any time (outreach@saintjohnswilliamstown.org).

You are to be commended for the wonderful work that you do. We pray for your continuing success in the coming year.

Sincerely,

Thomas V. Ellet
Chair, St. John's Outreach Committee

In its work, the St. John's Outreach Committee seeks to reflect our baptismal calling to respect the dignity of every human being, to seek and serve Christ in all persons, whether near or far, to love our neighbors as ourselves, and to strive for justice and peace among all people.