



THE ORDER OF SAINT IGNATIUS OF ANTIOCH

Procedures for Application for Funding from The Order

The following are procedures to be followed by all organizations and persons applying for funds from The Order of Saint Ignatius of Antioch, whether as an initial application, a renewal or increase of a previously approved application or an application for a one-time grant.

In order to be considered for a grant, the following must be submitted forty-five (45) days in advance of the Governing Council meeting of The Order of Saint Ignatius to: the Metropolitan Archbishop (one copy), to the Chairperson of The Order (one copy), to the Chair of the Project Committee (one copy) and to the Administrator of The Order, (one electronic copy) –**A total of three hard copies and one Electronic copy must be submitted***.

Departments of the Antiochian Archdiocese must forward their applications for annual funding and for special projects through the Department of Finance in the form required by that department. The Order will entertain no direct funding requests from departments of the Archdiocese.

The following information is required:

1. The grant application, completed in all sections, including the required signature.
2. A proposal, no longer than five pages in length, describing the proposed program as follows:
 - a. Brief description of the requesting organization and its programs
 - b. Need for the program and how that need was determined
 - c. Objectives and purposes of the program
 - d. How the program will achieve those objectives and purposes
 - e. Qualifications of the staff of the program
 - f. Location and estimated duration of the program
 - g. How the program will be evaluated and the criteria for measuring success against the program objectives and purposes.
3. A budget of one page identifying the projected expenses and income of the program.
4. A copy of your latest Form 990 or 990EZ or 990-PF, if you file one.
5. A copy of the most recent annual report, including the audited financial statements.
6. A list of the members of the governing board of the organization.
7. A copy of the IRS determination letter indicating the 501C(3) status.

Optional materials may be submitted to supplement the Grant Application Form. Please number additional pages. Presentations accompanying applications will be entertained only with the specific invitation of the Chair of The Order and the Chair of the Project Committee of The Order.

*** Electronic transmission is preferred.**



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For your information:

- The Project Committee of The Order will meet prior to Governing Council meetings to consider requests for funding based upon the material provided. Dates of Governing Council meetings, spring and fall, can be obtained from the Administrator of The Order at the Archdiocese. All applications must be received 45 days prior to these meetings.
- The recommendation of the Project Committee shall be submitted to the members of the Governing Council in advance of the meeting of the Governing Council for their consideration at this meeting, so that the decision of the Governing Council regarding the budget of The Order can be incorporated into the budget of the Archdiocese for the subsequent fiscal year by the finance committee of the Archdiocese at its annual spring budget meeting.
- The Project Committee may, in its sole discretion, consider amendments to its budget and process for requests for *emergency funding*. Any such request designated as a request for emergency funding must include all of the material indicated above, as well as a description of the “emergency” that needs to be addressed outside of the standard funding process. The Metropolitan, Chairperson of The Order and Chair of the Project Committee must receive this material *no later than 10 days* before the start of the next regularly scheduled meeting of the Governing Council. Any request not determined by the Governing Council, in its sole discretion, to be an emergency shall be carried over to the next Governing Council meeting.
- At the annual General Assembly meeting of The Order, the Project Committee shall present the recommendation of the Governing Council for ratification by the general membership of The Order.
- All departments, funds, grants and projects funded by The Order of Saint Ignatius must be consistent with the stated purpose of The Order and are subject to the approval of the Metropolitan.



**THE ORDER OF SAINT IGNATIUS OF ANTIOCH
GRANT APPLICATION**

All information on this page pertains to the organization that is applying for the grant and that will be accepting fiscal responsibility for any funds received.

Name: _____

Address: _____

Telephone: _____ **Fax:** _____

E-Mail: _____

Chief Administrative Officer or Department Chair:

Organization Summary: In the space provided, give a short statement of the purpose, size and history of the applying organization or department.

Grant request:

Indicate the amount of the current request and the aggregate of amounts previously received from the Order of Saint Ignatius of Antioch.

Current: _____

Previous: _____

Signature of Authorized Person:

My signature certifies that the organization named above currently has tax-exempt status under §501(c)(3) of the Internal Revenue Code, and is classified as “not a private foundation” as defined under §509(a). My signature is made as one who is authorized to do so on behalf of the applying organization.

Signed: _____ Date: _____

Title: _____



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Copies of the Application for Funding from The Order are to be sent to:

1. **Most Reverend Metropolitan JOSEPH** **One Copy**
Antiochian Orthodox Christian Archdiocese
358 Mountain Road
Englewood, NJ 07631
2. **Mr. Roger David, North American Chair** **One Copy**
The Order of St. Ignatius of Antioch
3841 Lake Birch St. N E
Grand Rapids, MI 49525-8610
3. **Dr. Anne Thomas, Projects Chair** **One Copy**
The Order of St. Ignatius of Antioch
590 Solon Rd.
Bentleyville, OH 44022-3300
4. **Mrs. Joanne Hakim, Administrator**
The Order of St. Ignatius of Antioch
358 Mountain Rd.
Englewood, NJ 07640
theorder@antiochian.org **One E-Transmission***

TOTAL COPIES REQUIRED: 4 (3 hard copies)

* Electronic transmission is preferred for ease of distribution to the projects committee.