



2027 GRANTS PROGRAM GUIDELINES

New York Altar Guild grants are awarded for projects in keeping with the Guild's purpose: to contribute to the support of ecclesiastical services so that everyone can worship in dignity and beauty. Such projects might include new cabinetry in a sacristy, repair of stained glass, refurbishing an organ. The Grants Committee will review each request and present its recommendations to the Board of Directors for approval. Requests can be fully funded, partially funded, or denied. The average grant awarded in the past has been about \$3,000; preference is given to proposals that address the needs of those parishes least able to help themselves.

Grant applicants should submit a completed original copy of the Application Packet, which includes a narrative briefly describing the nature and importance of the issue to be addressed; the approach to be developed, implemented, or tested; the utility of the project (if successfully completed, how and to what extent it would alleviate the situation); the work planned; and relevant qualifications of the person(s) who would direct the project. In addition, please include:

- a description of a financing plan for the project, including balance not covered by grant
- a bid or price quote from vendor(s), supplier(s), and/or contractor(s) for entire cost of materials and labor
- a timetable for raising funds not covered by the grant
- a timetable for completion of the project

Photographs or renditions of the proposed project are appreciated. An on-site visit may be made if the Committee feels that it would be helpful.

Please ensure that all requested parish information as outlined on page 4 of the Grant Application is included with each submission. The deadline for receipt of the application packet is February 1; each organization will be notified when its request is received. Awards will be announced, in writing, following the April Board meeting.

Upon completion of their projects, grantees will be required to provide a final report including narrative, financials, and photographs. If the project extends past December 31, a narrative update at the end of the calendar year is expected. Please note that if a project is not completed within the projected time frame, we may request that all grant monies be returned.

Ann Vitale, Grants Committee Chair
45 Rosetown Road
Tomkins Cove, NY 10986
(845) 596-4457.
annvitale42@gmail.com



The 2027 Grants Program

Grant Application Deadline: February 1, 2027

Notification Letters will be mailed: April 2027

All application materials should be collated as pdf or word documents and sent to the email address below. Please expect an email notifying you of receipt of your application. If you do not receive one, please reach out to Ann Vitale to ensure that your application has been received.

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Grants Committee Chair
45 Rosetown Road
Tomkins Cove, NY 10986
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Be sure that you:

- ✓ Complete a narrative for all criteria as defined in the Guidelines (include additional pages, as needed).
- ✓ Complete every line on the application form with information or "Not Applicable."
- ✓ Submit a separate narrative and Grant Application for each request.
- ✓ Include completed, signed, and initialed Grant Application Checklist.
- ✓ Provide a collated copy of your application.

Applications received after February 1, 2027, will not be considered.

For further information or questions, please contact:
Ann Vitale
Grants Committee Chair
(845) 596-4457
annvitale42@gmail.com

GRANT APPLICATION SUMMARY

How did you hear about the Grants Program? ___ mailing ___ web page ___ word of mouth
advertisement New York Altar Guild brochure

Name of Sponsoring Parish:	
Name of Project:	
Projected time frame for completing Project:	
Rector or Clergy-In-Charge:	
Address:	
Telephone:	Email Address:

Project Director/Lead:	
Address:	
Telephone:	Email Address:

Amount of Request for 2027: \$
Total Project Income Budgeted in 2027: \$
Total Project Expenses Budgeted in 2027: \$
2027 grant request is % of expenses.

Notes for completing Financial Section (page 3)

The budget must include all income and expenses attributed to the project.

If a deficit is projected, explain on a separate page how you intend to balance the budget.

NOTE: If there is not enough room on the form to provide complete responses, you may attach additional pages as necessary. You are welcome to provide any additional financial information that you believe will be helpful.

GRANT APPLICATION FINANCIAL SECTION

Name of Sponsoring Parish:

Name of Person Completing this Budget:

Name of Project:

Date Fiscal Year Begins:

Project Budget

PROJECTED PROJECT INCOME	
Draw from Parish Endowment	\$
Grants (list separately)	
In-Kind Contributions	
Sponsoring Parish (cash outlay only)	
Other (describe)	
<i>Total Projected Income:</i>	\$
PROJECTED PROJECT EXPENSES *Please include copies of bids or quotes to support these amounts.	
	\$
<i>Total Projected Expenses:</i>	\$
Net Surplus or (Deficit)	\$

GRANT APPLICATION CHECKLIST

Please ensure all materials submitted are collated into three complete sets

	Initialed
Signed copy narrative (may be included in cover letter or on additional pages)	
Signed copy Grant Application Summary page 2	
Signed Copy Grant Application Financial Section page 3	
Copy of a Work Plan, including a timetable for your project	
Signed Copy of this checklist page 4	

Parish Information

Copy of current Parish Budget	
Copy of current vestry list	
Copy of the most recently filed Parochial Report	
Either: 1 copy of most recent certified audit or copy of Diocesan Alternative Audit	

I certify that all information included in this application is correct and true to the best of my ability.

Signature of Rector or Clergy-in-Charge:		Date:
Signature of Project Director		Date:

If awarded a Grant, please list in the space below (1) to whom check should be made payable; (2) to whose attention check should be directed; (3) address OR (4) Zelle receivable address.

See instructions top of NYAG Grant Application 2027 Page 1 for submission of this application.