

**St. David's Episcopal Church**  
**Grant Committee for Community Outreach**

**2026 GRANT PROPOSAL INSTRUCTIONS**

St. David's Episcopal Church has a long history of serving people in need in the Austin community. The Grant Committee for Community Outreach (GCCO) administers and reviews applications for grants of \$10,000 or more and makes funding recommendations to the church vestry. The number of grants awarded will be decided by the vestry.

**Focus Areas**

Grant proposals may be submitted for programs addressing at least one of the following focus areas:

- Poverty
- Homelessness
- Women & Families in Crisis

**Eligibility Requirements**

To be eligible for a St. David's GCCO grant, an applicant organization must:

1. Be located in Travis County, TX.
2. Have 501(c)(3) non-profit status from the IRS at the time of the application.
3. Have an average annual budget (over the last 3 years) of at least \$50,000 and not more than \$2 million.
4. Not have received a GCCO grant for the past three years.
5. Meet all submission requirements and deadlines.

St. David's will not award grants for individuals, capital campaigns, schools, scholarships, sporting events, parent-teacher organizations, alumni groups, fraternities, sororities, or political groups.

**Evaluation Criteria**

When evaluating proposals, the GCCO will prioritize organizations that meet the following criteria:

1. Respond in a substantive way to a serious community need.
2. Bring about meaningful change in people's lives.
3. Promote economic mobility and racial justice in our community.
4. Demonstrate a history of sound management and fiscal responsibility.
5. Contribute to the community outreach goals of St. David's Church by providing volunteer opportunities for parishioners and/or by extending the church's reach into new areas of greater Austin.

## **Elements of Grant Proposal**

1. Cover letter (in .pdf or .doc format) sent to [grants@stdave.org](mailto:grants@stdave.org)
2. Completed Application Form (Google Form)
3. If your organization advances to the short list of semi-finalists (mid-April), you will be asked to provide the following documents (in .pdf or .doc format) to the committee (**please do not submit with initial application**):
  - a. List of Board of Directors or governing body.
  - a. Proof of IRS 501(c)(3) non-profit status.
  - a. Most recent IRS form 990.
  - a. Most recent Statement of Activities (Income Statement).
  - a. Most recent Statement of Financial Position (Balance Sheet).
  - a. Most recent financial audit (including auditor's report and notes to financial statements) if available.
  - a. Annual Report if available.

## **Timeline for 2026**

- **February 4.** Links to Application Form (Google doc) and Grant Proposal Instructions (PDF) posted on the Community Engagement page of St. David's Website.
- **March 13.** Completed Application Form and Cover Letter due by 5 pm.
- **March through May.** Grant applications are reviewed by the GCCO. Follow-up visits, either on site or by Zoom will be conducted with finalists.
- **June.** Grant Recipients will be notified, and awards made after the June meeting of the St. David's Vestry.
- **September.** Public awards presentation at St. David's Episcopal Church.
- **June 2027.** Organizations receiving 2025 GCCO Grants must commit to using the funds within one year of receipt, and to supply St. David's with a report on how the funds have been used.

**Questions about St. David's GCCO program or application process should be directed to Jess Chapin at [grants@stdave.org](mailto:grants@stdave.org)**