

Annunciation Endowment Fund (AEF)
Grant Request Application
Revised May, 2017

The Greek Orthodox Church of the Annunciation of Sacramento Foundation (AEF) is empowered to receive and accept donations, contributions, gifts and bequests for specific purposes designated, or to be used philanthropically at the discretion of the Foundation's trustees.

The assets of the AEF fall into two categories. **Fund A** and **Fund B**.

Fund A is intended to benefit the Greek Orthodox Community of the Sacramento Metropolitan Area by financially supporting programs such as Greek language learning, Parochial School and other youth activities.

Fund B is intended to support creative and performing art activities as well as social and educational projects that promote the ideals of Hellenic culture and heritage.

Grant funds are limited, and it is the Trustees' responsibility to distribute them equitably and in accordance with AEF guidelines.

1. Grant funds are not intended to cover on-going operational expenses.
2. Grant funds are not intended to take the place of fundraising activities which should be the primary means for providing funding.
3. The Trustees are more receptive to requests for matching funds as opposed to outright grants. It is expected that a grant request will be supported by a specific plan to raise matching funds for the project.
4. Grant requests for "seed money" are not within the guidelines of either Fund A or Fund B. Such requests are more appropriately viewed as requests for loans to be repaid within a specific period of time as determined by the Trustees.
5. Groups requesting funds must complete all sections of the application form. Incomplete grant applications will not be considered for funding. Hand-written applications will not be accepted.
6. Applications must be received prior to quarterly meetings of the AEF Trustees. Deadlines for receipt of applications are: February 28th, May 31st, August 31st and November 30th.

7. APPLICATION DEADLINES ARE FIRM—NO EXCEPTIONS.

Send Grant Request to:
Annunciation Endowment Fund (AEF)
616 Alhambra Blvd.
Sacramento, CA 95816

Grant Application Requirements

1. Name of organization, group or individual and contact person. Include address, telephone, FAX and E-mail.
2. What is the purpose of the grant request and the amount of the request?
3. Describe the program and/or event. Be as thorough as possible. Include answers to the following questions.
 - a) What is the purpose of the event or program?
 - b) What is the budget for the event?
 - c) How many participants do you expect?
 - d) What is the cost to be paid by each participant?
 - e) What are the usual sources of income for your organization, i.e., operating budget, fundraisers, and membership dues, donations of cash, products or services?
4. Describe fully the fundraising activities that will support this program or event. Guidelines follow:
 - a) Fundraisers must be held prior to the program or event. Describe the results of fundraisers that were completed prior to submission of this grant application. If the fundraiser will occur after submission of this grant application, describe in detail the plans for and the expected outcomes of the event or program.
 - b) Give the date of each fundraiser and a detailed description of each. Include the source and amount of expected net income of the event.
 - c) Church organizations must provide a current, detailed, official Profit/Loss statement with the signature of the Financial Administrator of the Church.
 - d) Provide the yearly operating budget for the group sponsoring the event or program. Attach supporting documents.

5. IMPORTANT REQUIREMENT: IF YOUR GRANT REQUEST IS APPROVED, A DETAILED FINAL REPORT OF THE PROGRAM, EVENT OR ACTIVITY IS EXPECTED NO LATER THAN 30 DAYS FOLLOWING ITS COMPLETION. THE FINAL REPORT IS A REQUIREMENT FOR CONSIDERATION BY THE AEF TRUSTEES OF FUTURE GRANT REQUESTS FROM THE INDIVIDUAL, ORGANIZATION OR GROUP. IF A FINAL REPORT IS NOT SUBMITTED TO THE AEF BOARD OF TRUSTEES, FUTURE GRANT REQUESTS SHALL BE DENIED.