

# Annunciation Endowment Fund Grant Request Form

The Greek Orthodox Church of the Annunciation of Sacramento Foundation (Endowment Fund) 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 Foundations' trustees.

Currently, the assets of the Endowment Fund fall into two categories: *Fund A* and *Fund B*.

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

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

Grant funds are limited and it is the Board's responsibility to distribute them equitably and in accordance with AEF guidelines. Key guidelines are as follows:

1. Grant funds are not intended to cover on-going operational expenses, which are the rightful responsibility of the requesting group's membership.
2. Grant funds are not intended to take the place of fund raising activities which should be the group's first means of providing funds.
3. If Grant funds are requested as seed money to generate additional income then those funds are more appropriately viewed as a loan.
4. The Board is generally more receptive to requests for matching funds as opposed to outright grants. This demonstrates a group's willingness to meet their needs through their own initiative.

Groups requesting funds should complete the attached forms as completely as possible to ensure proper consideration of the request.

Completed requests should be forwarded to:

The Greek Orthodox Church of the Annunciation Foundation  
Grants Administration  
3022 F Street  
Sacramento, CA 95816

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Name of Organization

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Mailing Address

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Contact Person

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Telephone #

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Amount Requested

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Date of request

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Please tell us about your program. Use additional sheets if necessary, please be as thorough as possible.

1 What is the purpose of the organization or program?

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2 What are the normal sources of income? (operating budget, fund raisers, etc)

Source	Annual Amount
<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>
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3 What are the organization's expenses?

Expense category	Amount
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<hr/>	<hr/>
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Grant Request Form

4 What is the purpose of this request? Please explain thoroughly.

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5 Is this a request for matching funds?    Yes    No    (please circle)  
If yes, describe the fund raising activity and the expected proceeds.

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6 Please describe what your group has done to raise funds for this function/program.

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