



Instructions to Grant Applicants Case 4, Case 5 & Case 6

Instructions for submitting application:

- *Complete and submit the Online application *Preferred Method*
<https://episcopalak.org/ministries/fit-grant/>
OR
- Complete the fill-in PDF application online <https://episcopalak.org/ministries/fit-grant/> Once completed: Save, Print and Email completed application to canonsk@episcopalak.org
OR
- Complete Page 1 and 2 of the hard copy (paper copy) application and
 - Email the completed form: canonsk@episcopalak.org OR Fax it to: (907) 456-6552 OR mail it to: Chairman, Faith Into Tomorrow Oversight Committee, 1205 Denali Way, Fairbanks AK 99701
 - Use pen so photocopies can be made and read easily.

Our evaluation process will score the answers. We look favorably on requests that:

- meet the guidelines
- accomplish the goals of the grant
- have a good chance for success
- the event or activity being funded is after the grant deadline (October 11)

Priority is given to those who have not received FIT funds in the previous year.

Cover letters and other information that you send will not be distributed to the Evaluation Team. Extra materials are very difficult to manage and our scoring system does not take them into account.

Notification of Award: We will notify all applicants of the results no later than December 31 of this year. Successful applicants will provide the 'payee' information at this time and subsequently checks will be dispersed within 30 days.

Progress Report: A representative of the Faith Into Tomorrow Oversight Committee will contact the awardee approximately six months after award of the grant to check on the progress of the program. Funds must be spent/used within 12 months of receipt. All unused/unspent funds not used for the specific award must be returned.

Report to Convention - Telling the Story: Awardees are expected to complete the grant reporting by September 1. Reports will be included in the next year's convention packets.

Reminder: Please review Diocesan **Safe Church Policy** prior to event and ensure compliance with said policy.

Questions? Questions may be addressed to: Chairman, FIT Oversight Committee, 1205 Denali Way, Fairbanks, AK 99701 or leave a message at 452-3040 or 1-800-478-3043.