



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

Instructions for submitting application: Fill out Pages 1 and 2 of the Application Form. Use extra paper if needed. Answer the questions as completely and clearly as possible. Use pen or dark pencil so photocopies can be made easily. These pages are also now available as fill-in forms on the diocesan web site www.episcopalak.org,

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)
- were not awarded FIT funds in the previous year

Detach the Pages 1 and 2 of the Application Packet and make copies for your records. Send Pages 1 and 2 to the address listed on the bottom of Page 2 or email to skrull@gci.net by the deadline date.

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.