



**2016 Grant Application**

**Applicants for funding by 2016 Christmas in St. Michaels are advised that grant funds will be disbursed in February 2017.**

Applicant Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ No.: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Website: \_\_\_\_\_

1. Organization Overview, to include mission statement, community served and nature of service, years in existence. (An additional sheet of information may be attached.)

2. Describe program for which funds are being requested. Indicate beginning and ending date, type of program, whether new or old program, define population being served.

3. Define expected outcome of program to be funded, including how success will be measured.

4. Total Program Budget (indicate "Actual" or "Projected") \$ \_\_\_\_\_

5. Total Program Funds being requested \$ \_\_\_\_\_

6. If difference between Program Funds being requested and Total Program Budget, please describe how additional funding will be obtained.

7. Please indicate ways in which funding support from Christmas in St. Michaels will be acknowledged.

Your application for funding is considered complete only when the following have been provided to Christmas in St. Michaels. Failure to submit any of the following, by the application deadline, will render your application incomplete. Incomplete applications will not be considered.

- **Completed 2016 Grant Application**
- **Copy of current Annual Report and Budget**
- **List of current Board of Directors with contact information (telephone and/or email)**

**Deadline for Application:** Postmarked on or before August 1, 2016.

**Application Action:** Notification of Beneficiary Status September 1, 2016. Notification of amount of grant by early January, 2017.

**Distribution of Funds:** February 2017

Note: Funds will be distributed to beneficiaries of Christmas in St. Michaels in February of each year or at such time as designated by the Board of Christmas in St. Michaels. In the case where a beneficiary requests that the funds be held by Christmas in St. Michaels for a designated period of time, with Board approval, the funds may be held for a period not to exceed the end date of the program being funded. Funds that are undistributed at the end of a program period will be returned to the General Fund of Christmas in St. Michaels and the beneficiary will be notified of the Board's action.

All beneficiaries must provide final program reports to Christmas in St. Michaels (reporting form provided with notification of grant).

**Mail Application and all required documents to:**

**Christmas in St. Michaels  
P.O. Box 873  
St. Michaels, MD 21663  
Attn: Application Committee**