



HENRY & VIRGINIA BEHRENS TRUST

2021 APPLICATION GUIDELINES

The Behrens committee has annually approximately \$40,000 to distribute. The exact amount available is set in accordance with the trust guidelines. Grants are classified into three categories Community, Diocese and Saint Barnabas.

- **Community:** Falmouth, Cape Cod, global projects proposed by Saint Barnabas parishioners.
- **Diocese:** Special projects or organizations supported by the Diocese of Massachusetts.
- **Saint Barnabas:** Unique projects, new programs, items in support of programs using Saint Barnabas facilities. Grant requests must not be eligible for expenditures of operating budget or general funds resources.

Annual and Sizable:

- Annual is defined to be used by the grantee within the calendar year awarded.
- Sizable is definite as \$1,500 - \$15,000.
- The Behrens Fund committee reserves the right to adjust grant requests and attempts to distribute the annual distribution to maximize the impact and effectiveness of its total annual distribution.

Annual Committee Plan:

- Announce acceptance of applications for yearly grants –opens in March
- Grant Applications due in Church Office on **April 9**.
- Grant approvals are expected in **May**.
- Distributions of funds to organizations will be in **June**.

Grants Supported

- Initial program implementation
- Existing programs with special or new elements
- Capital campaigns for new programs or expansion of existing programs
- Improvements to effective nonprofit organizations
- Collaborative programs

Application Process:

Grant applications available at Saint Barnabas Church Office.

Applications also available by e-mail to office@stbarnabasfalmouth.org

Mail Applications to: P.O. Box 203, Falmouth, MA 02541-0203

BEHREN'S FUND APPLICATION – Requirements

Thank you for applying for a grant from the Behren's Fund, part of Saint Barnabas Episcopal Church. Grant application is due on October 26. Any grants received after that date will not be considered eligible. Send grant applications to: The Behren's Fund, Saint Barnabas Episcopal Church, P. O. Box 203, Falmouth, MA 02541.

Please include a cover letter for each grant application that includes the following:

- Name of the program
- Purpose of the program
- Strategic reason for us to consider the program
- Amount requested
- Time period of the project
- Name of the contact person and contact information

Letter to be signed by the Board President and the Executive Director of your organization.

Each grant application needs to include the following:

- Cover letter *(see above for details in Cover Letter)*
- Grant application
- Brochures or Information about the program
- Budget for the program*

**Be sure to include how the funds will be spent. We do not fund on-going projects year after year.*

Organizations applying for a grant will be requested to send a representative(s) to address the Behren's Fund Committee to elaborate on the application and answer questions. No written documentation may be added at that time.

BEHREN'S FUND GRANT APPLICATION

Date of Application: _____

Legal name of organization: _____

Non-profit: NO YES → If YES, include documentation of Non-Profit Status

Year founded: _____ Current annual operating budget: _____

Executive Director: _____

Phone: _____ Email: _____

Contact person: _____

Title: _____

Phone: _____ Email: _____

Address: _____
Street City: State: Zip:

Business mailing address (if different from above):

Address: _____
Street City: State: Zip:

Phone: _____ Website: _____

Project/Program Name: _____

Project Goals:

Amount Requested: _____ Total Project Cost: _____

Have you received a grant from the Behren's Fund in the past?

NO YES → If YES, please tell us when and the amounts you received and for what purpose:

Signatures:

Please have President of Board of Directors and the Executive Director sign.

President of Board of Directors

Executive Director

FOR OFFICE USE ONLY

Application received on:	Date: _____	Initials: _____
Funds approved by Committee	<input type="checkbox"/> YES <input type="checkbox"/> NO	Date: _____ Initials: _____
Vestry approved	<input type="checkbox"/> YES <input type="checkbox"/> NO Amount _____	Date: _____ Initials: _____
Check request:	Date: _____	Initials: _____
Check sent:	Date: _____	Initials: _____
Comments:		