

Churchwomen of St. Stephens Episcopal Church
4805 N.E. 45th Street
Seattle, WA 98105

Memorandum to Applicants for Financial Grants

For more than twenty-five years, proceeds from the operation of Cloud 9 have been distributed to the charitable, educational, health, cultural and welfare organizations of the community, by means of grants researched by a Finance Committee for final approval by the Churchwomen. The areas in which grants have been made vary as widely as do the community's needs.

Cloud 9, is a consignment thrift shop located at 6518 Roosevelt Way N.E., operated entirely by volunteers, both women and men, not all of whom are members of the Church. The shop accepts donated merchandise at any time and receives consignment goods n Monday morning and Tuesday evenings by appointment. A complete description of how to consign and shop operations is available on the website, www.cloud9consign.org.

Cloud 9 is open for sales operations from 10:00 a.m. to 4:00 p.m., Monday through Thursday and on Saturdays from 12:00 p.m. until 4:00 p.m.. The telephone number is (206) 545-4440.

Grants from Cloud 9 are awarded first to onetime or "seed money" proposals which meet human need where other funds, such as United Way and government support, are not forthcoming. Other requests are then considered as funds are available. Grants are not usually given to individuals, for salaries or for operating budgets.

Application forms are available from the church office and should be completed and mailed to:

Chairman
Churchwomen's Grants Committee
St. Stephens Episcopal Church
4805 N.E. 45th Street
Seattle, WA 98105

Grant requests should be mailed in early January for consideration for the Spring grants period or by September 15 for consideration for the Fall grants. Notifications of an award will be made following the April and November meetings of the Churchwomen.

Applications may be made informally by letter, signed by the president or chief operating officer of the organization and should contain the following information :

Grant Request Form

1. Name and address of the organization requesting the grant.
2. Names of officers and directors.
3. Field of operation (i.e. educational, child welfare, social services, art, medical research, etc)
4. Amount requested.
5. Purpose description and duration of special project for which funds are requested.
6. Statement of income by sources, and expenses for the last calendar or fiscal year and budget for the current year.
7. Have you made application to any other organization for support of this project? If so, to whom and for how much?
8. Method of financing beyond the Churchwomen's grant.
9. Have you received a grant from the Churchwomen in the past? If so, how long ago?
10. List any other information you consider pertinent to support your application.
11. Name and telephone number of person to contact for additional information.