



SCHIP Grant Application Guidelines

*All Souls Interfaith Gathering, Ascension Lutheran Church, Charlotte Congregational Church, UCC, Hinesburg United Church
Our Lady of Mt. Carmel Catholic Church, Shelburne United Methodist Church, St. Catherine of Siena Catholic Church, St. Jude's
Catholic Church*

Trinity Episcopal Church, Vermont Zen Center

Requirements and eligibility

- Project must serve residents or organizations of Shelburne, Charlotte, and Hinesburg.
- The application must be submitted by or through a government entity or 501(c)(3) tax exempt organization. Grants cannot be given to individuals. (Individuals or groups without tax exempt status should submit the proposal through a faith community, tax exempt non-profit organization, or governmental organization and must include the endorsement of the leader of that organization)
- If funded, the applicant must provide a report when funds are expended but not later than one year after receiving the grant. No new grant may be made until there is a report concerning any previous grant.

Project Evaluation Factors

- The extent to which the grant will foster the SCHIP mission to improve the lives of our neighbors in Shelburne, Charlotte, and Hinesburg and to strengthen our communities.
- The extent to which the grant will be used to help people to help themselves
- The extent to which the grant will facilitate leveraging of funds from other sources
- The extent to which the grant does not duplicate a project or activity previously funded by SCHIP

Limitations:

- An organization may receive only one grant within a 12-month period and no grant may exceed **\$3,000**.

Submission Requirements:

- Grant application electronic submittal must be in PDF format with the file name in the following form: *Organization Name – Grant Application – Month-Year.PDF* Any supporting electronic file attachments **MUST** also be headed by *Organization Name – Your Choice Descriptor –Month-Year*.
- The grant application file must **NOT** be combined with a completion report. Any Completion Report must be filed as a separate PDF file with the file name format: *Organization Name – Completion Report – Month-Year.PDF*
- Except for those applications from religious or governmental organizations, each applicant must include the requesting organization's 501(c)(3) number, and if the organization has not previously provided it to SCHIP, **ONE** copy of its 501(c)(3) status verification.
- Requests must be submitted electronically to grants@theschip.org and must be received by April 15th or October 15th except that food shelves and member faith communities may request grants at other times if required by unusual circumstances.