



Christ the King Foundation

Grant Submission and Evaluation Process

The grant submission and evaluation process, which incorporates two grant collection and funding decision dates each calendar year, has been approved by the Christ the King Congregation Council. The process is described below.

1. All grant requests must be submitted electronically. Download the form at www.lifeatctk.org/foundation
2. Grant funding decisions will be made by the CtK Foundation Board following grant submission deadlines of April 1 and Oct. 1.
3. The Foundation President will review grant requests as they are received for completeness. Funding decisions on grant requests will be deferred until after completion of the following steps:
 - a. *Following the grant submission deadlines of April 1 and Oct. 1, the Foundation Board will review grant requests and determine whether further information is needed. Grant requestors may be asked to make a presentation to the Foundation Board to help clarify the Board's understanding of the grant request. After receiving further information, or if further information is not needed, the Board will determine which grants will be forwarded to the Congregation Council for their review and input.*
 - b. *The Foundation Board President will electronically forward the grants that meet criteria for consideration of funding to the Congregation Council President by May 15 and Nov. 15.*
 - c. *The Congregation Council will review the grant requests at their May and November meetings (typically held on the third Monday of the month) and provide input to assist the CtK Foundation Board in making final funding decisions.*
 - d. *The Congregation Council President will communicate the Council's inputs to the President of the Foundation Board by May 30 and Nov. 30.*
 - e. *After receiving the Congregation Council's input, the CtK Foundation Board of Trustees will make final funding decisions on the vetted grant requests at the June and December Foundation Board meetings.*
 - f. *Grant requestors will be notified of the Board's funding decisions by the President of the Foundation Board or the President's designee.*

4. The Foundation Board will award grants for approximately 50% of the annual award funds (determined by the Foundation asset holdings on Dec. 31 of the prior fiscal year) following each grant submission deadline. However, the Foundation Board will have the discretion of awarding up to approximately 65% of the annual award funds following the April 1 grant submission deadline, if a larger number of quality grant requests are received or if one or more of the grant requests are substantially larger dollar amounts.
5. Funding will be distributed among the following categories:
 - a. *Christ the King congregational needs*
 - b. *Community needs*
 - c. *Global Missions*
6. At the discretion of the Foundation Board, requestors of non-funded grant requests submitted during the first award period of the fiscal year may be encouraged to resubmit their requests for reconsideration during the second award period.
7. In the event that a grant request is made under extenuating circumstances, the CTK Foundation Board may decide to hold a special meeting for grant consideration. Upon the consensus of a majority of the Board, they may make a funding decision on the extenuating grant request at any time during the year.
8. Grant recipients must report outcomes and share pictures (if possible) or other results of the grant within a year of receiving the grant and annually for multi-year grants. A letter will be sent on the initial grant award and at the end of the first or each year reminding the grantee of the due date for the annual/final report.

If you have any questions about the grant submission and evaluation process please contact the President of the CTK Foundation Board of Trustees.

Revised June 7, 2016