**Christ Episcopal Church**

**P.O. Box 1718**

**825 Simpson Ave.**

**Cody, Wyoming 82414**

**(307) 587-3849**

**CHRIST EPISCOPAL CHURCH MISSION COMMITTEE**

**BARGAIN BOX GRANT GUIDELINES**

***Christ Episcopal Church (CEC) Mission and Values***

Mission: CEC loves and serves God by: providing opportunity for individual spiritual experience; being inclusive, accepting, and supportive and encouraging outward vision to serve others.

Values: Social Responsibility- We care for all creation; we value the environment and the health and welfare of our church and greater community.

Diversity – We who are many are one body because we all share one bread and one cup. As the body of Christ at Christ Church, we are willing to challenge ourselves to embrace differences in our community.

Acceptance and Respect – We engage in the ongoing practice of loving as Christ would have us love in our interactions. We accept others where they are while supporting healthy boundaries.

***Bargain Box Grant Mission Vision***

“We are called to a way of life that: proclaims by word and example the Good News of God in Christ; seeks and serves Christ in all persons; strives for justice and peace for all creation.”

***Bargain Box Grant Mission Statement***

The purpose of Christ Episcopal Church Mission Committee is to support outreach projects that serve the social, mental, physical and environmental needs and enrich the lives of those in our local, state, regional, national, and international communities.

***Bargain Box Grant Methods***

1. The organization applicant must be a not-for-profit and have a 501C3 status.

2. Grant must be project oriented.

3. Projects should be sustainable.

4. Mission Committee generally expects grants to be for future projects.

5. Grant application should reflect Christ Episcopal Church’s value of Acceptance and Respect, and Social Responsibility, and Diversity.

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6. **Safe Environment:** **Organizations who interact and work with all ages of children and teenagers and whose grant is project specific to children MUST provide a copy of a policy, procedure or guidelines of how your organization safe guards children from harm.**

7. Individuals may apply for assistance to attend conferences, workshops, seminars, etc.

(May grant up to **$250** maximum per person)

**8. The committee leaves it up to the applying organization to determine the amount of their need. The committee may approve any amount up to the level of their request.**

**9. Priority is given to Cody area organizations, but groups from other areas are assisted if money is available.**

10. A subcommittee of three people is authorized to approve grant requests that (for good reason) cannot wait for the next scheduled Mission Committee meeting.

11. **Mission Committee will consider only one application per organization per year. When a non-profit organization with a 501C3 TAX ID# submits for a yearly special project grant this grant may be for one or more projects.**

12. All applicants must fill out a request form and it must be into church office by **1st of the month**.

13. It may take up to 60 days for a submitted grant to be acted upon.

**14. Within 90 days of grant money being issued you are required to complete the Outcome Evaluation Form.**

**Copy of this form will be mailed along with letter and issued grant money.**

**15. In the future, all Bargain Box Grant Applications must use the current updated guidelines and grant application form. Applications on older forms will not be accepted. The Bargain Box Grant Forms are found on the Christ Church Website** [**https://www.christchurchcody.org**](https://www.christchurchcody.org) **/ CLICK ON QUICK LINKS.**

**GENERAL GRANT APPLICATION INFORMATION**

The applying non-profit organization will use any grant funds awarded by Christ Episcopal Church for a **specific project** that serves the needs of the community, i.e., project empowers growth and continues to impact the community through creative partnership.

One of the responsibilities of the **Christ Episcopal Church Mission Committee** is to disburse outreach funds made available from a portion of the proceeds of the **Bargain Box** **Stores** of Cody. This is done as money becomes available in the Outreach Fund. The committee reviews requests at their scheduled meetings and evaluates each application on its merits. The applications are voted upon and those that are approved are forwarded to the vestry for their approval. Mission Committee members are people who have a good understanding of the community and know firsthand most of the organizations that apply.

These are the guidelines the Mission Committee has developed. All guidelines are subject to revision. Prior receipt of grant money in no way guarantees future grant awards.

Grant request forms can be obtained from the Christ Episcopal Church office at 825 Simpson Avenue, Cody 82414 or on-line at **www.christchurchcody.org / Click on Bargain Box Grant Application**

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**CHRIST EPISCOPAL CHURCH**

**BARGAIN BOX GRANT REQUEST FORM**

*GRANT REQUEST FORM INSTRUCTIONS:*

* APPLICATION MUST BE RECEIVED BY THE **1ST OF THE MONTH.**
* COMPLETE THIS ELECTRONIC APPLICATION BY DOWNLOADING THIS GRANT REQUEST FORM IN WORD.DOC FORMAT OR PRINT THE GRANT REQUEST
* SUBMIT APPLICATION TO:
* Mail to Christ Episcopal Church, P.O. Box 1718, Cody, WY 82414
* E-Mail to [info@christchurchcody.org](mailto:info@christchurchcody.org) – Email must have attached grant request in word.doc format

The Mission Committee of Christ Church considers all grants. The parish vestry must then approve the Committee’s recommendation. It generally takes one to two months to consider and approve a request. Checks will be made payable to a non-profit organization, agency or church.

**To be completed by Christ Church**

MISSION COMMITTEE APPROVAL Yes  No  Date \_\_\_\_\_\_\_\_\_\_\_\_Amount\_\_\_\_\_\_\_\_\_\_\_\_

VESTRY APPROVAL: Yes  No  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-Profit Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_Tax ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BRIEF paragraph summarizing project: please use the space provided: Date of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. In detail, describe the project(s). Include the following:
   1. The need for the project(s)
   2. How the project will meet the identified need
   3. Please explain the methodology of the project(s) (the detailed steps of the project that will help meet the need)
2. Provide an outline of your proposed budget **for this particular project(s)**. Quotes or estimates for the project(s) are appreciated. Please include and note the specific expense item(s) you are requesting funds for.
3. Identify the people or target group your project is serving and how this project will enable your organization to serve your particular community or ministry.
4. Have you applied before to Mission Committee for a Bargain Box grant and if so for what project(s), for what amount and date of project? What were the outcome(s) of this project?
5. Please relate the outcome(s) of this current project within 90 days completion of project and return it along with the evaluation form.

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1. Please indicate **other funding sources** and whether the funds are secured or are pending. If funding is from a private individual, there is no need to include person’s name, just indicate them as private individual.
2. Please refer to 2025 GRANT GUIDELINES and explain what section of **Bargain Box Grant (Vision or Mission Statement) and/or the Church’s (Mission or Values)** that apply to your project.
3. If project is for children / young adults please provide policies, procedures or guidelines you have in place to **safe guard** **the children** in your program. (See 2025 GUIDELINES for detailed explanation)
4. These funds are generated through sales at the Bargain Box Stores of Cody, an outreach of Christ Episcopal Church. *Please credit “Bargain Box, an outreach of Christ Episcopal Church” in all publications and all social media and make sure that any thank you acknowledges them.* Please explain how you will credit the Bargain Box for grant money received.

1. How did you hear about the Christ Episcopal Church Outreach Bargain Box program and the Mission Committee?

**IF NEEDED TO COMPLETE APPLICATION, FILL OUT THE GRANT APPLICATION**

**USING EXTRA SHEETS**

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