

CHRIST CHURCH IN SHORT HILLS

A Congregation of the Episcopal Church

66 Highland Avenue, Box C
Short Hills, New Jersey 07078
(973) 379-2898
www.christchurchshorthills.org

The Reverend Dr. Leslie Smith, *Interim Rector*

CHRIST CHURCH IN SHORT HILLS OUTREACH GRANTS COMMITTEE

GRANT REQUEST SUMMARY

Dear _____,

Thank you for your recent request for support from Christ Church. Please complete this form and submit to:

Christ Church Grants Outreach Committee
66 Highland Avenue, Box C
Short Hills, New Jersey 07078
Attn: Business Office

TITLE OF PROGRAM/PROJECT: _____

SPONSORING ORGANIZATION: _____

DIRECTOR OF PROGRAM/PROJECT: _____

(or contact person if not director)

ADDRESS: _____

TELEPHONE: _____

SPECIFIC NATURE OF REQUEST: _____

AMOUNT REQUESTED: _____

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PROPOSED USE OF FUNDS (SUMMARY) WITH DATES OF PROJECT: _____

NUMBER OF PERSONS EXPECTED TO BE ASSISTED BY THIS PROGRAM: _____

WHEN ARE FUNDS NEEDED? _____

ARE YOU SEEKING FUNDS FROM OTHER SOURCES? _____

IF SO, WHICH SOURCE? _____

If you are seeking more than \$500 from us, the following descriptive information should be attached to this request summary (optional for smaller requests):

1. Full description of the project indicating what it will accomplish.
2. Explanation of need for project.
3. Indication of persons who will implement program.
4. Give qualifications and salaries of each position associated with program/project.
5. Budget for the project or program. Show projected expenses and anticipated sources of income.

Breakout salaries as a part of budget.

REQUEST DEADLINES: April 15 and October 15