



*James Wynn Ricks, Jr. and  
Kenneth Wayne Wheeler Fund*  
**2018 Grants Request Application**

Applications to the Ricks/Wheeler Fund should be submitted by noon on Friday, September 7, 2018 to:

Dr. Amy Mininberg  
Chair, Ricks/Wheeler Grants Review Committee  
The Cathedral of St. Philip  
2744 Peachtree Rd., NW  
Atlanta, GA 30305

Your application packet should contain the following items collated in this order:

- Application form – 10 copies
- Letter of request – 10 copies
- Two years of most current audited financials – 3 copies
- Most recent IRS Form 990 – 3 copies
- IRS letter of exemption certifying 501(c)3 status (unless previously submitted)
- One page report of use of last year's grant funds (prior recipient only)–10 copies

If copying the quantity of materials required for the application presents a financial hardship for your agency and you are unable to submit electronically, please contact Amy Mininberg at [mininbee@bellsouth.net](mailto:mininbee@bellsouth.net) to make alternative arrangements.

- Please keep your letter of request brief—preferably one page, and no more than two. Please describe in it the mission of your organization, the services you provide, the population that you serve, and any historical information that you think may be helpful to the grants review committee in understanding the ministry that you provide.
- As a faith community, we believe that God has called each of us individually and collectively to care for the sick, the hungry, and the poor. Grants from the Ricks/Wheeler fund are not restricted to Episcopal or other faith-based organizations. However, it is important to the grants review committee to understand how the grant will be used to carry out the gospel service to which we are called. Please make sure your letter explains to us how the grant provided will carry out both the intent of the donor—ministry to persons with HIV/AIDS—and this gospel call to service.
- If your organization does not conduct annual audits, please attach financials along with a statement by your board chair or executive director certifying that the statements are true, whole, and accurate.
- While not required, a site visit may be a useful activity for our grants reviewer(s) to understand the work your organization does. A grants reviewer may contact you to schedule a site visit.



The CATHEDRAL of  
**ST. PHILIP**  
SERVING ATLANTA AND THE WORLD

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Organization name: \_\_\_\_\_

Contact/title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

Year Organization Founded: \_\_\_\_\_

Brief Mission Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount Requested \_\_\_\_\_

Intended Use of Funds: \_\_\_\_\_

\_\_\_\_\_

Ricks/Wheeler Fund prior year grant recipient?

Yes — Year: \_\_\_\_\_

No

*If 2017 recipient, please make sure grant report describing use  
of last year's funds is attached.*