

Financial Assistance Application
for
Institutional Hardship and New Projects & Ministries
Within the Archdiocese of Washington, D.C.

This application is only to be completed for financial assistance requests regarding institutional hardship or new projects and ministries. If you are requesting financial assistance for clergy hardship, you do not need to complete this application. Instead, please contact His Beatitude, Metropolitan Tikhon directly with your request.

This application and all supporting documentation are to be submitted to the Distinguished Diocesan Benefactors (DDB) Committee of the Archdiocese of Washington, D.C. by one of the following deadlines in any given year: 31 March; 30 June; 30 September; or 31 December. The DDB Committee will review the application and make a decision, to include financial disbursement, no later than 45 days after a deadline has passed. The application and all supporting documentation can be emailed to john.vitko@gmail.com, or physically mailed to the following address: Fr. John Vitko, Chancellor Archdiocese of Washington, D.C., 6801 Georgetown Pike, McLean, VA 22101. After making your submission, you have the option to present your application in person to the DDB Committee. Please email the DDB Committee at the email address noted above to schedule a date and time for your presentation.

Please check one of the following: *Institutional Hardship Assistance*
 New Projects & Ministries Assistance

Organization Name:

Organization Address:

Primary Contact Name:

Primary Contact Phone and Email:

Position / Role within the Organization:

Alternate Contact Name:

Alternate Contact Phone and Email:

Position / Role within the Organization:

Describe the institutional hardship or new project / ministry for which you require financial assistance. For new projects and ministries, please describe how it expands witness of the Orthodox Faith within the Archdiocese of Washington, D.C.

1. Describe the efforts you have already pursued to acquire the required financial resources, and why you are reaching out to the DDB of the Archdiocese of Washington, D.C.

2. Provide a summary of your organization's financial information for the past three years:

Income Past 12 Months:	<input type="text"/>	Expenses Past 12 Months:	<input type="text"/>
Income Past 12-24 Months:	<input type="text"/>	Expenses Past 12-24 Months:	<input type="text"/>
Income Past 24-36 Months:	<input type="text"/>	Expenses Past 24-36 Months:	<input type="text"/>
Current Total Assets (Checking, Savings, Mutual Funds, Stocks, Bonds, etc.):	<input type="text"/>		

3. What is the amount of financial assistance you are requesting from the DDB?

4. Please select one of the following: One-time Request
 Annual Recurring Request No. of Yrs. (Max 3)

5. Describe how financial assistance from the DDB will relieve your institutional hardship or assist you in executing you new project / ministry. Please include a plan for achieving self-sustainment after financial assistance from DDB concludes.

6. Please include with this application the following financial information for your organization:
a. Income/Expense statements for your organization's past three fiscal years.
b. Balance Sheets for your organization's past three fiscal years, showing all financial assets available to the organization.

7. Please print, sign and return the application. See return instructions at the beginning of this form.

I represent to the best of my knowledge that the information presented in this application is accurate, and not intentionally or negligently falsified in any manner.

Printed Name

Signature

Date