2026 Benefiting Organization Grant Application

Applications accepted May 1 – Aug 31, 2025

APPLICATION DEADLINE: AUG 31, 2025 *- Grants are for $5000 or $10,000 for one of our (3) festivals held in calendar year 2026.* ***If you received a grant for a festival held in 2025 you are not eligible to apply for 2026 Grants****.*

It is highly recommended that you fully review the 2026 Grant Application Info & Instructions before filling out application. It contains details on scoring criteria and how to properly name, save & submit this application. Application not submitted per instructions will be returned to applicant and will not be accepted until correctly submitted.

Scoring Criteria is listed for each category, showing the percentage and number of points each category is worth out of (30) points. Award payments are generally paid out 15-30 after a festival.

2026 Festival Dates for 2026 Grants are:

BOB Fest - Jan 17, 2026
Wine & Brew - April 11, 2026
Bacon & Bourbon - Oct 3, 2026

ANSWER QUESTIONS by typing in your response under the "Answer" below each question. Save document per instructions as a WORD Document, DO NOT CONVERT TO A PDF.

1) WHICH GRANT AWARD AMOUNT ARE YOU SEEKING?
Options are $10,000 or $5,000.

Answer: **$10,000**

2) Organization Name & Mailing Address:

Answer:

Name: Historic St. Luke's Restoration

Mailing Address: 14477 Benn's Church Blvd. Smithfield, VA 23430

3) Tell us EXACTLY how a check would be payable to?

Answer: Historic St. Luke's Restoration

4) If you receive an award, how would you like to get the check? *Do you want to pick it up at our office or do you want us to mail it? Is the address the same as you listed above or if there is a different address to mail it? If so, please list different address.*

Answer: We would prefer to pick up the check at the Smithfield, VA, Events office.

5) Organization's Contact Persons - Two required:

Main Person:
Name: John Ericson
Email: jericson@historicstlukes.org
Phone number: (757) 357-3367

Secondary Person:
Name: Carrie Anderson
Email: development@historicstlukes.org
Phone number: (757) 279- 8229

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:
A: SCORING CRITERIA (7%) (2 pts) - Organization is identifiable nonprofit/charitable organization.

6) TAX ID # and type of charitable organization. (501 c 3, 501 c 4 or other)

TAX ID #: 540629148
Type: 501 c 3

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:
B: SCORING CRITERIA (7%) (2 pts) - Strength/History of organization.

7) When was your organization founded & list of current leaders/board members. *(Can submit a separate document if desired or type answer below)*

Answer: St. Luke's Historic Church & Museum was established as a 501(c)(3) in 1954.

2025-26 Board of Directors
Rt. Rev. Susan Haynes, Chairperson
Episcopal Diocese of Southern Virginia

Matthew M. Abbitt, President
Abbitt Group, Inc.

Hon. David Hare, Immediate Past President
TowneBank

Robert Clay, III, Co-Vice President
Veterans Administration (retired), community volunteer

Susan F. Cooper, Co-Vice President
Community volunteer

Dr. A. James (Jim) Henderson, Treasurer
Community Volunteer

Ms. Judith Hare Winslow, Treasurer
Smithfield and Isle of Wight County

Mr. Trey Gwaltney
Smithfield Self-Storage

Conway Henderson
Community Volunteer

Tim Jones
Christ Episcopal Church Vestry

Annamaria Pencola
Christ Episcopal Church Vestry

Steve Turner
Community Volunteer

Dr. Gayle Waguespack Terwilliger, DDS
Community Volunteer

8) What is your organization's purpose or mission?

Answer: St. Luke's Historic Church & Museum, Virginia's oldest brick church, now serves the public as a living, breathing symbol of religious freedom with a storied past. Our mission is to preserve, protect, and promote this historic church landmark and its collections, documents, history, graveyard, and surroundings.

9) Overall, in general, what communities does your organization serve? *(Do you serve strictly Smithfield/IOW County, or do you serve other communities as well? If others, please list them.)*

Answer: As a national historic site, we strive to serve all communities that have a history with the land and the historic church. Our in-person visitors are mainly from the Smithfield/IOW County community, but we have visitors from all over the United States, as well as podcast listeners from around the world.

10) In the past 12 months, how many have benefited from programs or services provided by your organization. *Include additional information or attachments if desired.*

Answer: St. Luke's Historic Church and Museum served approximately 5,000 community members in the past 12 months through our tours for visitors, field trip program, podcast, and on-site events, including our living history days and free lecture series. We expect to serve more this year thanks to our recently implemented self-guided tours through the Bloomberg Connects app. We will also be able to create additional educational modules on this app with the historical records that are digitized with these grant funds.

11) How many members belong to your organization?

Answer: We are not a membership organization.

12) Briefly tell us about (1-3) past projects, initiatives or community support your organization has undertaken/ or funded that you are proud of and how/who/what did they impact. *We realize if you are a "new start-up" organization you may not have a project history. Please explain that in your response.*

Answer: Our most well-known community initiative is as a field trip destination for Isle of Wight County public school students in support of the Virginia Studies curriculum. We use grant and donation funding to make these field trips available for free to all students in the district. Last year, we hosted 400+ teachers and students for a half-day field trip experience that included modules on 17th-century archaeology, freedom of religion and its role in the founding of our country, and 17th-century games. We have received many rave reviews from teachers and students during and after these trips.

Another of our popular community programs is our 17th-century Living History event. This event traditionally occurs during the first weekend of September. This free event invites community members to come together and experience what life was like at the time of the construction of St. Luke's through costumed interpreters; lectures; demonstrations of 17th-century skills such as brick making; and the opportunity to learn from the native tribes upon whose land St. Luke's is built. The goal of this event is to give the community insight into the way of life of those who founded Isle of Wight County and an appreciation for all aspects of the history of St. Luke's and Isle of Wight County.

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:

C: SCORING CRITERIA (7%) (2 pts) - Has Organization been a past grant recipient?

13) Has your organization EVER been a SVAEvents Benefiting Organization Grant recipient?
Options are: YES, NO or I AM NOT SURE

Answer: No

If you don't know, we can look it up in our records and fill this in for you. Or if you want to know before you submit, call Gina at 757-869-0664 or email us at Grants@SmithfieldVAEvents.com.

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:
D: (17%) SCORING CRITERIA (17%) (5 pts) - Benefits the community at large.

14) Will the requested grant funding benefit (pick one and then describe)
Options are:

- **The entire community-at-large and if so, tell us how it will impact the community.**
- **A focused specific group of the community and if so, tell us about the targeted group that it will impact.**

Answer: We imagine that this grant will benefit the community-at-large. These grant funds will allow us to digitize many historical records that have been inaccessible to most researchers and community members. With the ability to search these records online, local historians and history enthusiasts will be able to create a richer picture of the history of Isle of Wight County.

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:
E: SCORING CRITERIA (17%) (5 pts) - Benefits Smithfield/IOW County community.

15) What percentage of the grant funds will benefit the Smithfield/Isle of Wight Community?
If this is not 100%, tell us about who else will benefit from the grant funds.
You can also tell us if you have any additional comments on who the grant funds will benefit.

Answer: 100% of the funds will benefit the Smithfield/Isle of Wight community.

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:
F: SCORING CRITERIA (17%) (5 pts) - Impact the donation will have for the Organization.

16) What is the overall annual budget for your organization?

Answer: $690,000

17) How else do you get funds for your organizations to operate? *(Ex: Do you volunteer at any of our festivals, hold your own fundraising events, solicit donations, grants, membership dues/fees)*

Answer: The majority of our funding comes from sales of plots in our cemetery and weddings that are held in the historic church building. We also make money from paid admissions to the historic church building and gift shop sales. Additionally, we have an active donor base that donates to

Historic St. Luke's throughout the year, and we regularly bring in grant money to fund individual programs, such as our fourth-grade field trips.

18) Describe the project, program, or service the grant funding will support and the impact it has for your organization. *Include the timeframe of the impact, is it one-time impact or does it carry over into the future?*

Answer: Until relatively recently, St. Luke's institutional records dating from 1953 were all kept in hard-copy form, the majority of which were destroyed in an electrical fire in 2005. Twelve boxes of files survived the fire, and approximately 50,000 pages of mostly onion-skin copies are slowly deteriorating. These records represent a vital part of the picture of St. Luke's and its role in Isle of Wight County culture from the 1950s. It is critical that they are digitized and preserved before they are too damaged to be saved.

The records are primarily made up of onion-skin paper copies, which are gradually deteriorating. The longer we wait to digitize them, the more challenging it will be to preserve their legibility and usability for researchers.

With the money from this grant, we will be able to hire an intern to lead the digital preservation project, with support from an existing volunteer who is very dedicated to this project. We estimate that it will take approximately 300 hours to digitize the already organized files. This grant will not only cover the necessary supplies, but also allow us to pay the intern a competitive wage for their work. If we find that the allocated funds are insufficient to complete the project, we will seek additional funding or provide training to our existing volunteer to help finish the project.

QUESTION(S) BELOW ARE PART OF THIS SCORING CRITERIA:
G: SCORING CRITERIA (17%) (5 pts) - Plans in place for the grant.

19) Please list in order your 1st, 2nd, 3rd choice for which 2026 festival you would like to receive a grant. If it does not matter reply "ANY FEST IS FINE". *You can also comment with additional info we need to know about your timeframe. Fest dates are listed at the top of this document.*

To answer, fill in festival name for each choice to below:
First Choice: BOB Fest
Second Choice: Wine & Brew
Third Choice: Bacon & Bourbon

Do you have any additional info about your timeframe that you need to tell us?
Answer: Ideally, we would like to be able to hire an intern to work in the summer of 2026. If we receive funds from the Bacon & Bourbon festival, we would have to wait until the summer of 2027 to begin the project.

20-A) After you receive the funding what is your anticipated timeline on spending it?
Options are:

- **Within 30 days**
- **30 days to 90 days**

- **Within 6 months**
- **6 months to a Year**
- **More than a year**

Answer: Within 6 months. Our goal is to hire an intern to work during the summer of 2026.

20-B) Do you have any additional info you would like to tell us about your spending timeline?

Answer: N/A

21-A) Are any of the funds for a capital project or purchase of equipment/items?
Options are:

- **Yes, we are using some or all of it for a capital project or purchase.** *Please answer 21B & 21C questions below and then proceed to Question #22.*

- **No, the funds are not for capital purposes.** *Please skip to Question #22.*

Answer: No

21-B) If the funds ARE for a capital project or equipment, what is the FULL COST of your capital expense?

Answer:

21-C) If funds ARE for a capital project or equipment, explain how future upkeep/maintenance will be sustained in the future.

Answer:

22) Does your planned use of grant require additional funding to be successful?
If yes, please review questions below and address all that apply and feel free to expand if needed to explain your situation.

- *What is the TOTAL amount needed for your program/project?*

- *If awarded a grant, will it enable you to reach your goal and be able to accomplish it?*
- *Do you have any funding already?*
- *If you need additional funding (besides our grant), how and when do you plan on getting those additional funds?*
- *Can project get started with partial funding?*
- *What happens if you do not get the rest?*

Answer: We plan to complete this project using the funds provided by SmithfieldVA Events. However, as with many projects involving historical documents, we may encounter challenges related to the quality of the digital images, the technology needed to organize and upload the files, and various other unforeseen issues. If we determine that the funds awarded are insufficient to fully digitize all of our files, we will prioritize digitizing and indexing the files we can manage, while we seek additional resources to complete the project.

In order to finish the project, we have a couple of alternate plans. We have an active volunteer who has been working on this project for a while, but does not have the digital training or knowledge to tackle this phase. Working with the intern, they may get to a point where they are comfortable finishing the project on their own, and we would only need to raise funds for any additional materials. Otherwise, we would investigate other grant opportunities or individual donors who may be interested in funding the remainder of the project.

23) Tell us specifically how the funds will be spent. *You can list below or if it makes sense, you can attach a separate budget document.*

Answer:

St. Luke's Historic Church & Museum Digitization Project Budget

Item	Cost
Digitization Intern: 300 hours over 16 weeks, $15/hr Duties: Digitize records Set metadata Organize into categories	$4,500
Second Digitization Intern (if it is determined to be needed): 300 hours over 16 weeks, $15/hr OR Web Design Intern (at same pay scale and time frame)	$4,500

Duties: Create archive exhibit through Omeka Work with our web designer to create a landing page for the archive exhibit.	
5 years of cloud storage through Wasabi	$420
Additional archive supplies, as needed, including acid free copy paper, acid free sleeves, and archival boxes.	$580

24) Is there anything else you feel is important for us to know? (Optional)
Anything important about your request or organization that isn't covered in another question?

Answer: N/A

25) Video Submission: Will you be submitting a video? Yes or No? (Optional)
Not required, but you can submit a short video explaining or demonstrating the purpose of your grant application. Please email it before the August 31 deadline. If you have trouble with emailing it, you may need to drop it off to our office on a zip drive. Feel free to contact us if you need assistance.

Answer: N/A