

DIOCESE OF EASTON
DIOCESAN FUND FOR CHURCH INITIATIVES GRANT PROGRAM

2012 Diocesan Fund for Church Initiatives Grant Program Guidelines

One time each year the Church Initiatives Grant Committee awards grants from the Diocese's *St. Stephen's Endowment Fund*. Monetary grants are awarded to parishes and missions in the Diocese of Easton for initiatives that enhance the mission and ministry of that parish or mission, with special consideration for grants to smaller parishes or missions.

Through this grant program, the Diocese identifies innovative and worthwhile ministries in a parish or mission where a relatively modest amount of grant money can make a significant difference in a parish's mission and may positively impact the mission of the Diocese of Easton. Often these grants provide start-up or short-term funding for innovative, potentially replicable projects that meet newly identified needs or demonstrate new solutions for previously identified needs.

We anticipate 2012 awards in the \$500 - \$5,000 range. The application deadline for grants from this program currently is as follows:

➤ **January 31 for March distribution**

Eligibility Criteria. Grants through this program are made to parishes and missions within the Diocese of Easton, not individuals or other Diocesan entities. To be eligible for a grant from this program, a parish or mission must be a functioning parish or mission in good standing in the Diocese of Easton.

Primary Considerations. When evaluating applications, careful consideration is given by the Grant Committee to the following factors:

- *The potential impact of the proposed initiative*
- *The evidence of need for the project proposed*
- *The degree to which the program/project is consistent with or enhances the parish's mission*
- *The capacity of the Parish to implement and sustain the program/project*
- *The Parish's fiscal responsibility and management qualifications*
- *The possible use of the grant as seed money to leverage funding from other sources*
- *The ability of the Parish to obtain additional funding to implement and sustain the program*
- *The degree to which the project complements other programs or services offered by the church, Diocese and community*
- *The number of people that will benefit from the program/project*
- *The potential for the program/project to duplicate or compete with ongoing efforts in the church, Diocese and community*
- *The Parish's past grant history with the Diocese of Easton*
- *The commitment of the Parish's leadership (Rector and Vestry)*
- *The extent of volunteer involvement and broad congregational support for the program/project*

Program Exclusions. This Grant Program does not fund:

Endowment Funds

Ongoing/Operating Expenses

Fundraising Campaigns

Building Campaigns

Operational Deficits

Debt Retirement

Capital Requests

PLEASE NOTE: Only program-related expenses are eligible for consideration under the Grant Program.

Application Frequency. There is no restriction on the frequency with which an eligible parish/mission may submit grant applications.

Application Format. All requests must utilize the attached form, which describes in detail the needed information.

Proposal must be typed. Use 12 font and print on **one side only**. Do not staple; use only paper clips. Materials should not be bound, inserted in protective sleeves or prepared in other types of packaging. Please invest your time in content rather than presentation.

Do not provide extraneous materials that have not been requested in the grant application.

PLEASE NOTE: Applications **must be received** at the Diocesan Office by 4 p.m. on the application deadline. Applications received after the deadline, regardless of postmark date, will not be considered for that grant period.

Thank you for your interest in our grant program. If you have any questions or comments please contact the Chair or any member of the Grant Committee.

2012 Diocesan Fund for Church Initiatives Grant Committee

The Rev. David Michaud, Chair, *Southern Convocation* (2013) *davidmichaud07@gmail.com*

The Rev. Dr. Samuel Hartman, *Northern Convocation* (2012) *frsam@stmaryanne.org*
(Middle Convocation member to be appointed)

**DIOCESE OF EASTON
DIOCESAN FUND FOR CHURCH INITIATIVES
2012 GRANT APPLICATION**

Grant Application Cover Sheet

Applications must be type written and submitted in the format outlined below.

I. PARISH/MISSION INFORMATION:

Parish/Mission Name: _____

Parish/Mission Address: _____

Rector/Clergy-in Charge _____ Clergy's Email _____

Project Contact Person _____ Phone Number _____

Anticipated Project Start Date _____ Anticipated Project Completion Date _____

Amount Requested \$ _____

Has your Parish/Mission previously applied for grants from the Diocesan Fund for Church Initiatives Grant Program?

Yes No Dates _____

II. DEMOGRAPHIC INFORMATION

From the Parish/Mission's most recent Parochial Report:

Active Baptized Members (Page 2, #M08): _____

Average Sunday Attendance (Page 2, #6): _____

Normal Operating Income (Page 3, Item A): \$ _____

Total cash in all checking & passbook savings accounts (Page 3, #19): \$_____

Total investment at market value (Page 3, #20): \$_____

People served primarily by this grant (check one):

- Parishioners*
- Mix of Parishioners and local community*
- Local Community members*
- Other; Specify: _____*

Primary age group to be served by this grant (check):

- less and 5 years old
- 5-18 years old
- adults
- 65+
- all ages
- other (please describe) _____

Number of people this grant will serve:

- less than 10
- 11-25
- 26-50
- 50-100
- 100+

III. PROJECT PROPOSAL/NEED/MANAGEMENT (Limit two type-written pages addressing the ten items below)

1. Briefly describe the specific purpose for which this grant is requested.
2. Briefly state the evidence of the need for this project.
3. Is there any other Parish/Mission or organization in the area doing this or similar work? If so, please describe.
4. Describe how this project involves coordination/cooperation/collaboration with other parishes and/or organizations.
5. Outline the overall project goals and specific objectives.
6. Provide a timeline of activities that indicate when, where and how often activities will happen. This can be a narrative or chart.
7. Describe how this project complements or enhances your parish's mission and previous work or successes in this area.

8. Describe the plan for evaluating this project (this may include details such as methods, dates, data sources and who will be responsible for project evaluation).
9. Who will be responsible for carrying out and supervising this project?
10. Describe the extent to which volunteers are included in this project.

IV. BUDGET (Limit to two pages, using the format provided; you may include an optional budget narrative)

Please note that expenditures/purchases made prior to the grant award date are not eligible.

1. Outline the total project budget in the format provided including all potential current and future support for the project.

V. SUPPLEMENTAL ATTACHMENTS – attach copies of the following documents

1. Listing of current Vestry/Mission Advisory Board/Cathedral Chapter members and Wardens
2. Copy of Vestry/Mission Advisory Board/Cathedral Chapter meeting minutes at which the project application was discussed and approved by this body.

Program Budget Form *(must use this form)*

Time period this project budget covers: _____

A. Project Expenses: Itemize all project expenses. **On a separate sheet, you may include a budget narrative, which describes each itemized expense, how it relates to the project and how the budgeted amount was calculated.** Please note that purchases made prior to the grant award date are not eligible for funding.

<u><i>Project Expenses</i></u>	<u><i>Total Amount</i></u>
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

Total project expenses: (A) = \$ _____

B. Project Revenue: List all potential funding sources for this project. Indicate revenue that is committed and pending.

<u><i>Current Project Revenue Source</i></u>	<u><i>Committed (B)</i></u>	<u><i>Pending (C)</i></u>
1. Diocesan Grant	\$ _____	\$ _____
2.	\$ _____	\$ _____
3.	\$ _____	\$ _____

Total Committed (B)=\$ _____ **Total Pending (C) =** \$ _____

The Total Revenue (B+C) \$ _____ **must equal the Total Project Expense (A) \$** _____

Future Project Funding Sources

Committed (B)

Pending (C)

- | | | |
|----|----------|----------|
| 1. | \$ _____ | \$ _____ |
| 2. | \$ _____ | \$ _____ |
| 3. | \$ _____ | \$ _____ |

Application Checklist for _____ (insert name of parish/mission)

Your application should be submitted in the following order:

- _____ This Application Checklist with each item checked off *with required signatures*
- _____ Completed Grant Application Cover Sheet
- _____ Narrative for Project Proposal/Need/Management (2 page maximum)
- _____ Project Budget Form and optional Narrative (2 page maximum)
- _____ Listing of current Vestry/Mission Advisory Board/Cathedral Chapter members and Wardens
- _____ Copy of Vestry/Mission Advisory Board/Cathedral Chapter meeting minutes at which the project was discussed and approved by this body.

APPLICATION MUST BE TYPED, ONE SIDED, PAPER CLIPS ONLY (NO STAPLES OR BINDERS). APPLICATIONS NOT IN THIS FORMAT WILL BE RETURNED.

Approval of Rector or Ecclesiastical Authority for the Parish/Mission:

I approve submission of this grant request.

Date: _____
(Insert date)

Rector: _____
Or Ecclesiastical Authority (Please Print Name) (Signature)

Project Coordinator: _____
(Please Print Name) (Signature)

**Mail or Hand Deliver Completed Proposals To:
Diocesan Fund for Church Initiatives Grant Committee
Diocese of Easton
314 North Street
Easton, MD 21601
(410) 822-1919**

**COMPLETE PROPOSALS MUST BE RECEIVED BY 4 P.M. ON THE APPLICATION DEADLINE.
APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED,
REGARDLESS OF POSTMARK.**