

Episcopal Diocese of Maryland



2016 DIOCESAN ENDOWMENT GRANTS FOR MINISTRY

Grant Application Form and Instructions

Submission Receipt Deadline, Sunday, April 17, 2016

Overview:

The Diocesan Grants for Ministry Program provides funds of up to \$10,000 per year, per applicant from special endowments to support the establishment of projects undertaken by Parishes or Regional Councils of the Diocese of Maryland.

- Awards are made to create new ministries or expand existing ministries in the areas of:
 - 1-Congregational Development
 - 2-Ministry of the Laity
 - 3-Ordained Ministry
 - 4-Social & Outreach Ministry
- These grants are not intended for the support of ongoing efforts but may only be used for the first two years of a program or project.
- The grant applications must show that the proposed program or project will fall under at least one or the four designated areas.
- The application must include realistic goals and achievable milestones in support of those goals; and indicate how these milestones will be evaluated.

Send completed form and/or address questions to:

The Rev. Sally Joyner Giffin
Harriet Chapel, Catocin Episcopal Parish
12625 Catocin Furnace Road, Thurmont, MD 21788
301-271-4554 or 301-712-5356
sallyjoynergiffin@yahoo.com

or

Karen Stewart
4 East University Parkway Baltimore, Maryland 21218-2437
410-467-1399 or 800-443-1399 Fax: 410-554-6387
kstewart@episcopalmaryland.org

Award Information:

- Awards are for up to a maximum of \$10,000 per recipient.
- Funding comes from endowments with monies set aside for Congregational Development, Ministry of the Laity, Ordained Ministry and Social & Outreach Ministry with some funds designated for children so it is imperative that your grant request fall within at least one of these categories
- Awards are made for one year and are given out in two installments, ½ in July and ½ in January. Awardees may apply for a second year of funding for the same program; however, applications for second-year funds are considered in competition with all new applications. Second year funding is not guaranteed.
- Cost sharing is not required for Diocesan Grants. However, applicants are welcome to use cost sharing for projects in which the total budget exceeds the grant total. Cost sharing consists of cash contributions made to a project by the applicant and third parties, as well as third party in-kind contributions, such as donated services and goods. Please include any cost sharing information on the budget sheet. You may also make notes as to donations of time and skills.
- Eligibility is limited to parishes, separate congregations or mission congregations in the Diocese of Maryland (hereafter referred to as “parishes”) and regional councils of the Diocese of Maryland. Individuals or Episcopal related agencies are not eligible to apply.
Parishes or regional councils may each submit only one application to this program each year. They may apply the following year for a new program or funding for an existing program with new elements. When two or more parishes or councils collaborate on a project, one of them must serve as the lead applicant and administer the grant on behalf of the others.
- Applications for salaries or capital expenditures such as equipment or improvements and repairs to Church property are not eligible unless the application clearly demonstrates how they are necessary to carry out the intended program.
- **Late, incomplete, ineligible or otherwise non-responsive applications will not be reviewed.**

Application Timeline

- Application Deadline: April 17, 2016, 6 p.m.
- Application Processing and Review by Committee: late April & May 2016
- Diocesan Council Review: June Meeting 2016
- Applicant Notified of Status of Grant: on or before July 1, 2016
- Award Papers Signed and Returned by: July 15th with ½ funds sent out immediately thereafter.
- Mid-Year Review sent in by January 31 with ½ funds sent out immediately thereafter.
- End of the Year Review and Assessment sent in by November 30 of the year following the award date.

Application Format

Applications must be typewritten, using either Arial or Times New Roman font of at least 11pt. font size, with at least 1/2" margins. All pages of the application should be numbered consecutively. Applications must be submitted in a Microsoft Word (.doc or .docx) or PDF format, as a single file containing all pages of the application.

Application Content

Applications must contain each of the following sections. **Please use each of the headings below in your application document, to make it clear that you are including each section.** If any of these sections are missing, your application will be deemed incomplete, and will be returned without review.

1. **Cover Page** Use the cover page form provided in Appendix 1, below. Fill out all fields on the form.
2. **Description of submitting Parish or Regional Council, and list of project participants** Give a brief description of your parish or council. Include your history, size, location, and information about your surrounding community. (This assists reviewers who may not know you.) In the case of Parishes, list the names of your Clergy, Vestry or Advisory board. (This list is used to ensure that prospective reviewers have no conflict of interest with the projects that they will evaluate.) In the case of Regional Councils, list the participating parishes. List the persons who will be directly involved in your project, and give some information as to their

qualifications and/or skills related to carrying out your project.

3. **Abstract** for use by the Diocesan Council and publication in Diocesan media.
Provide a very brief (1 paragraph, 300 words maximum) description of your proposed project, its goals, the people it will seek to serve, the problems or concerns it addresses. This abstract should be concise and suitable for review by the Diocesan Council and publication in Diocesan media.
4. **Program Area(s)** List one or more of the four program areas (Congregational Development, Ministry of the Laity, Ordained Ministry, Social & Outreach Ministry) that your application focuses on, and explain how and why your project addresses this area.
5. **Project Goals (1 page, maximum)** What specifically do you hope to accomplish with this project (or expansion)? What are the goals of this project? How does this project enhance the work of the Diocese?
6. **Project Description (2 pages, maximum)** Describe in detail the project including timeline, location, and how the project meets your stated goals. Describe the tasks to be accomplished; noting which members will be involved. Include milestones for marking progress and evaluating results. If your project involves a workshop or conference as part of its activities, please include, as an appendix to your application, the agenda and a list of proposed participants.
7. **Diocesan Resources (1 page, maximum)** Note ways in which you have involved Diocesan staff, resources, or organizations in the vision and planning of this project. How does your program relate to existing programs? If your program duplicates existing programs within the diocese, justify why this duplication of programs is needed.
8. **Program Evaluation (1 page, maximum)** How will you measure the progress towards your project's goals? How will you determine if these goals are met?
9. **Project Budget (2 pages, maximum)** Please note that your budget should show ALL revenue and expenses associated with your project, and designate whether expenses are part of the grant request or cost-matching. Provide a detailed narration with your budget, explaining how each line item contributes to the project.
10. **Resource Sharing Plan (1 page, maximum)** How will you share the fruits of your

project with the rest of the diocese? How can other parishes learn from your efforts? If your project provides a specific service, explain how this service will be made available to other congregations in your area or to the wider diocese. If your project establishes a specific ministry, explain how other congregations of the diocese will be invited to join in your ministry.

- 11. Appendices (10 pages, maximum)** Include any supplemental material that would help the committee and reviewers learn more about you and your project. If applicable, include material such as proposed workshop flyers and brochures, speakers, planning reports, website screenshots or mock-ups, information about equipment, etc.

Application Review Information

Each application will be reviewed using the following scoring criteria:

- 1- The significance of the project (20 points)** Does the project provide a necessary service or program in an area that is currently underserved? Does the project address an unmet need in the parish, region or diocese by doing something new or doing something in a new way? Does this project enhance the other congregations or regions the diocese, either through making project services available to other congregations, inviting other congregations to participate in the project, or by providing a model for ministry that other congregations could follow?
- 2- The applicability of the project to the proposed program area(s) (10 points)** Does this project fit within one or more of the four program areas identified by the applicant? Will the program contribute to the diocese's goals in these areas?
- 3- The feasibility of the project (20 points)** Is the project conceived of and structured in such a way that the goals and objectives will be carried out within one year? Is there a clear list of tasks and work to be accomplished to meet project goals? Are there enough resources assigned to the project for the work to be accomplished? Does the project have adequate oversight to ensure that timelines and goals are met, obstacles identified, and solutions implemented in a timely, responsive fashion? Are there structures in place to ensure that project participants are accountable for meeting goals and timelines?

Application Selection

Grants will be reviewed by the Diocesan Grants Committee that will make recommendations to the Bishop and Diocesan Council at the June meeting. Final funding decisions are made by the Diocesan Council.

Award Administration Information

Project funds will be transferred to awardees as follows: Half of the awarded funds will be transferred when the award papers issued by the Comptroller have been signed and returned. The remaining funds will be transferred after the acceptance of the mid-year progress report, as detailed below. Awardees may incur award expenses up to 90 days in advance of the project start date, and may use awarded funds for the reimbursement of valid, budgeted costs that have already been incurred during the project period. **It is the responsibility of awardees to maintain a liquid cash flow to meet program expenses within the scheduled transfer of award funds from the diocese.**

Funds may not be reallocated without prior written approval from the Comptroller and/or the Chair of the Diocesan Grants Committee. If funds are not expended by the end of the project year (August 31st of the year after the award is received), awardees must report on how the funds will be used within a reasonable period of time. If the funds are not needed, they must be returned to the Diocese. Any returned funds are awarded to future projects.

Please note that grant monies must be reported as revenue on your Parochial Report. For questions about this matter, contact the Diocesan Comptroller.

Reports must be made at **MID-YEAR** and at the **END OF THE YEAR** according to the guidelines. A blank report for both Mid-Year and End-of-Year will be sent with award notifications, and are included below. These forms, along with any other information you wish to share, should be submitted by January 31 and November 30 of the year following the award date.

Note: Continued funding of awarded projects and eligibility for future awards is based on prompt submission of required evaluation reports. Failure to submit these reports can result in the withholding of awarded funds, the forfeiture of the award, or ineligibility to apply for future awards.

Diocese of Maryland
DIOCESAN GRANTS FOR MINISTRY



Cover Sheet for Grant Application

Project Title: _____ Date of Application: _____

Parish or Council: _____

Funds Requested: _____

Project Leader: _____

Address: _____

Phone Number: _____ Email: _____

Financial Contact: _____

Address: _____

Phone Number: _____ Email: _____

The undersigned agree to meet all terms and conditions of the Diocesan Grants for Ministry Program. Applying congregations need the signatures of the **Rector/Vicar**, the **Senior Warden**, and the **Treasurer**. Officers of the regional councils should sign applications made by those organizations.

Signed _____
Signed _____
Signed _____

Send completed form and/or address questions to:

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THE DIOCESE OF MARYLAND

Diocesan Endowment Grants for Ministry

Mid-Year Report

Due by January 31. The second half of grant money will be sent after this report has been received and processed.

Project Title:

Funds Awarded:

Parish or Council:

Project Leader:

Address:

Phone Number:

E-Mail:

Attach a report of not more than three pages with the following information Give a brief assessment of how the project is going. What barriers or problems have you encountered and how have you met them? What are your next steps? Is there anything you need help with? Attach a copy of your original budget sheet showing expenditures to date in each category.

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THE DIOCESE OF MARYLAND

**Diocesan Endowment Grants for Ministry
Recipient's End of the Year Report**

Due November 30 of the year following the award date.

Project Title:

Funds Requested:

Parish or Council:

Project Leader:

Address:

Phone Number:

E-Mail:

Attach a report of not more than three pages with the following information

Describe how your vision and goal was accomplished. What new discoveries came from this project? Did the scope of the original project change? In what ways?

Give us one example or story of how this project brought God's love to someone. How are you sharing this project with other parishes?

Attach a copy of your original budget sheet showing expenditures to date in each category. If you have unexpended grant money, please contact your mentor. If you will not need this money, please return it to the Diocese and it will be used to fund future grant requests.

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