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THE DIOCESE OF MARYLAND

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# **DIOCESAN ENDOWMENT GRANTS FOR MINISTRY**

## **Application Form and Instructions**

***Receipt Deadline, Friday, March 30, 2012***

Version 20110906.4

## Program Description

The Diocesan Grants Program provides funds of up to \$10,000 per year from special endowments to support small, one-to-two year projects undertaken by Parishes or Regional Councils of the Diocese of Maryland. Awards are made to create new ministries or expand existing ministries, and are not intended for the support of ongoing efforts. Responsive applications\* will seek to establish programs in at least one of four specified program areas; will support one or more of the [Horizons 2015](#) goals; will provide realistic and achievable milestones in support of those goals; and will include ideas for evaluating and measuring the success of the program.

\*A responsive application is one that includes all the requested elements and meets all the necessary criteria.

The four program areas, one or more of which all proposals must address, are:

- Congregational Development
- Ministry of the Laity
- Ordained Ministry
- Social & Outreach Ministry (Some funds designated for children)

The Horizons 2015 goals, one or more of which all proposals must support, are:

- **P Proclamation**  
By 2015, in response to the call to proclaim the Good News and make disciples of all nations, the diocese will grow its average worship attendance by 10 percent.
- **E Evangelism**  
By 2015, the diocese will have equipped every member of the diocese to express his or her faith story by words and actions.
- **A Action**  
By 2015, the diocese will be an agent for transformational change in the State of Maryland and local communities and be recognized as such.
- **C Christian Formation**  
By 2015, every congregation will have 40 percent of worship attendees of all ages participating in a Christian formation program.
- **E Education**  
By 2015, provide every region in the diocese training and strategies for advocating for the poor in education.

## Award Information

Awards are for up to \$10,000 in outright funding.

Awards are made for up to twelve months (one year). 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.

Award funds are given out in September and January (ref. Award Administration below)

## ***A note on Cost Sharing***

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. 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 will be considered by reviewers as a demonstration of the applicant's commitment to the project. Please include any cost sharing information on the budget sheet. You may also make notes as to donations of time and skills.

## **Eligibility**

Eligibility is limited to 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.

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. For details or questions, please contact a member of the Grants Committee.

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.

**Late, incomplete, ineligible or otherwise non-responsive applications will not be reviewed.**

\*The word *Parish* when used throughout this document also refers to any separate congregation or mission congregation in the Diocese of Maryland.

## **How to Prepare your Application**

### **Application Advice – Annual Grants Workshop**

Prior to submitting a proposal, applicants are strongly encouraged to attend one of the Annual Grants Workshops offered by the Diocese. These half-day workshops are run by members of the Diocesan Grants Committee and address all aspects of the grants process including writing an effective application document, constructing a budget, and responsibilities of awardees. Times and locations for the workshops will be announced in Diocesan mailings and on the website. If you are unable to attend a workshop, you may contact the Chair of the Grants Committee who will be glad to review a draft of your application.

### **Application Submission and Deadlines**

Applications must be e-mailed in either a Microsoft Word (.doc or .docx) or PDF attachment to the Diocesan Comptroller, Karen Stewart ([kstewart@episcopalmaryland.org](mailto:kstewart@episcopalmaryland.org)) before midnight of the day after the deadline, i.e., on or before 11:59:59 pm, March 30, 2012. Applications that are received after this deadline will be considered unresponsive, and will be returned without review. If you do not have access to a computer, please contact the Comptroller's office and you will be referred to someone who can assist you.

Hard copies of any material that is not able to be scanned and e-mailed (including, for example, a signed copy of the application cover sheet) should be mailed to the following address.

Diocesan Grants for Ministry  
4 East University Parkway  
Baltimore, MD 21218

Please include the application title and parish or council name in the mailed materials, so that the mailing can be matched up with your electronic submission. Mailed materials must be postmarked by the deadline (March 30, 2012) to be included in the application.

### **Application Receipt, Review and Anticipated Start Dates**

- Application Receipt : March 30, 2012
- Application Processing: early April
- Review by two external peer reviewers: late April, early May
- Review by Grants Committee: mid-May
- Diocesan Council Review: mid June
- Earliest Anticipated Start: September

### **Application Format**

Applications must be typewritten, using either Arial or Times New Roman font of at least 11pt. font size, with at least ½" margins. All pages of the application should be numbered consecutively (use of headers and footers is encouraged). All page limits below must be followed; failure to do so will be considered unresponsive.

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 (500 words, maximum)**

Provide a very brief (1-2 paragraph, 500 words maximum) description of your proposed project, its goals, the people it will seek to serve, the problems or concerns it addresses, and the ways that it will further the Horizon 2015 goals of the Diocese of Maryland. This abstract should be concise and suitable for review by the Diocesan Council and publication in Diocesan media.

**4. Program Area(s) and Justification (1 page, maximum)**

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. How will this project serve the purposes of the Gospel of Christ in your location?

**5. Project Goals, Horizon 2015 Goals, and Justification (1 page, maximum)**

What specifically do you hope to accomplish with this project (or expansion)? What are the goals of this project?

List one or more of the Horizon 2015 goals (Proclamation, Evangelism, Action, Christian Formation, Education) that your project seeks to address, and provide an explanation of how your project will help your parish and the diocese to meet these goals. For example, how will carrying out this program contribute to the Christian formation of the parishioners who participate?

**6. Background & Project Description (2 pages, maximum)**

If you are proposing a new program, describe your vision and planning process to date. Describe the existing issues this program addresses.

If you are proposing an expansion of an existing program, give a description of what the existing program already does (not including what you are requesting this grant for), including goals and objectives. How will the grant money serve to bring a new element to this existing program?

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 Survey (1 page, maximum)**

Is your project new to the Diocese of Maryland? If you believe so, please explain how you came to this conclusion. Note ways in which you have involved Diocesan staff, resources, or organizations in the vision and planning of this project.

If there are other groups or organizations in the Diocese of Maryland engaged in a similar ministry, explain how your program relates to those existing programs, and explain how your program complements or expands upon existing offerings. 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? How will you identify obstacles that are preventing you from meeting project goals and timelines, and how will you arrive at and implement solutions to address those obstacles?

**9. Project Budget**

Use the budget form provided below. 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 Processing**

Applications must be received on or before the application receipt dates noted above. If an application is received after that date, it will be returned to the applicant without review. Upon receipt, applications will be evaluated for completeness and responsiveness by members of the Grants Committee. Incomplete or unresponsive applications will be returned. This is why you are encouraged to either attend a grants committee workshop or ask the Chair to review

your application well ahead of time. Applicants will be e-mailed an acknowledgement that the application has been received no later than one week after the application deadline. Applicants will also receive e-mailed confirmation that their application has been scheduled for review, and will receive notice of outcome and reviewer comments before the end of July.

## Application Review Information

Each application will be reviewed by two external peer reviewers, who will be asked to score and comment on the application using the following scoring criteria:

- **The significance of the project for the diocese (5 points)**

Does the project bring a new ministry or program to the diocese? Does the project address an unmet need in the diocese, either by doing something new, trying to do something in a new way, or providing a necessary service or program in an area that is currently underserved? 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?

- **The applicability of the project to the proposed program area(s) (5 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?

- **The support of the project for the Horizon 2015 goals (5 points)**

Will this project help the Diocese of Maryland and its congregations meet the Horizon 2015 goals? Has the applicant provided a clear explanation of how this project will assist the diocese in this work? Does the project have clear goals and timelines that mesh with the Horizon 2015 goals and timelines?

- **The feasibility of the project (10 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

Reviewer scores and comments will be reviewed by the entire Diocesan Grants Committee, who will then make funding recommendations to the Bishop and Diocesan Council at the June meeting. Final funding decisions are made by the Diocesan Council. In making their decision, the Diocesan Council may include in their consideration reviewer scores and comments, grants committee recommendations, available funds, and geography.

## **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, and the remaining funds 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 between award categories 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 31<sup>st</sup> 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. The reports will contain a description of the progress and results of the program along with a detailed listing of program expenditures. A member of the Committee will be appointed as a mentor for each grant, and will be available to answer any questions regarding the **MID-YEAR** and **END OF THE YEAR** evaluation reports as needed. 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 December 31 and June 30 of the program year.

**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.

### ***Got Questions?***

Contact the Diocesan Grants Committee, using the names and e-mail on the Diocesan website. Please ask your question in your e-mail and provide a preferred means of contact. If you do not have a computer, contact the Diocesan office and ask the receptionist for the name and phone number of the chair of the Grants Committee. A member of the committee will get in touch with you within five-seven days.



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## DIOCESAN GRANTS FOR MINISTRY Cover Sheet

Date of Application: **March 30, 2012**

Parish or Council:

Project Title:

Funds Requested:

Project Leader:

Address:

Phone Number:

E-Mail:

Financial Contact:

Address:

Phone Number:

E-Mail:

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 \_\_\_\_\_



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# Diocesan Endowment Grants for Ministry

## Mid-Year Report

Due by December 31.

The second half of grant money will be sent after this report has been received and processed. For questions, please contact your mentor from the Grants Committee.

Send a copy of this report in a Microsoft Word (.doc or .docx) or PDF attachment to: [kstewart@episcopalmaryland.org](mailto:kstewart@episcopalmaryland.org)

Project Title:

Funds Requested:

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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## **Diocesan Endowment Grants for Ministry**

### **End of the Year Report**

Send a copy of this report in a PDF attachment to: [kstewart@episcopalmaryland.org](mailto:kstewart@episcopalmaryland.org)

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 did this project support the 2015 Horizon's goals?

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.