

Episcopal Diocese of Missouri
NEW VENTURES IN COMMUNITY MINISTRIES
GRANT GUIDELINES

The Diocesan Outreach Endowment Fund was established as a result of the generosity of Missouri Episcopalians through pledges to the Making All Things New capital campaign. Its purpose is to challenge congregations to make a difference where they are and to improve the quality of life in and with their communities, to identify pressing social needs and to design strategies to meet those needs.

This is to be done by funding grants, NEW VENTURES IN COMMUNITY MINISTRIES GRANTS, which are meant to be start-up funds to develop new projects. These projects are to be doable, manageable, replicable and sustainable by congregations.

MISSION STATEMENT of NEW VENTURES IN COMMUNITY MINISTRIES GRANTS:

The mission of the diocesan outreach endowment fund through the NEW VENTURES IN COMMUNITY MINISTRIES GRANTS is to inspire congregations to dare great things for God by developing new ministries in response to changing social needs throughout the diocese.

The NEW VENTURES IN COMMUNITY MINISTRIES GRANT Committee established by the Diocesan Council, with the advice and consent of the Bishop and Diocesan Council, shall be responsible for the disposition of the income, generated by the endowment fund.

The NEW VENTURES IN COMMUNITY MINISTRIES GRANT Application process is in two phases:

Phase I: Submission of an abstract

- A. Submission of an abstract of **no more than two pages** which will briefly outline the intentions of the grant request. The abstract is to include:
1. **Identification of the population to be served and the need/s the project will address.**
 - a. Consideration will be given to projects that serve the poor, the needy, the lonely and disconnected, the aging, children and youth, and the suffering.
 - b. The project may serve multiple populations.
 - c. The project may be aimed at working with a specific population and their inter-relationships, i.e. if the population is children, the project could cover needs within the family.
 - d. Congregations are encouraged to work ecumenically or with community organizations.
 2. **Describe the project and the group that will be developing the project including phone numbers and an email address for the primary contact person.**
 - a. Projects need to be developed in concert with those in the population to be served and, if it involves a commodity exchange, the project should also involve a "relationship exchange".
 - b. The project should encourage a greater involvement by congregations other than just throwing money at a problem.
 - 1) It is hoped that when the ministry being developed is operative, real two-way social relationships will develop between members of the population being served and the members of the congregation.
 3. **State who or what group will oversee the project within the congregation.**
 - a. A commitment by the Vestry or Bishop's Committee is required.
 - b. In the case of a project by more than one congregation or organization, it shall be required that the abstract spells out the joint oversight.
 4. **The abstract should indicate a process for program evaluation and state who will do the evaluation.**

- a. Explain how the project will be evaluated on-site for successes, failure, surprises, and areas for improvement.
- B. **Outline on a third page the financial, real property and human resources needed to start and run this project.**
 1. This list should include the **grant amount requested, other funding sources, "in-kind" services and the location of the project, equipment and personnel.**
- C. **Verify that the congregation is in compliance with all applicable requirements of Canon law and Diocesan Policies, including but not limited to a current audit.**
 1. The Committee will weigh during its deliberations a congregation's record of compliance with canonical requirements, diocesan policies and fulfillment of its obligations to the support of the Diocese.
- D. **Two copies of abstract must be sent by Monday June 8, 2009 to:**
 Bishop of the Episcopal Diocese of Missouri
 Attn.: NEW VENTURES IN COMMUNITY MINISTRIES grant Committee
 1210 Locust Street
 St. Louis, MO 63103

The Committee will request from the Chief Financial Officer of the Diocese verification that a congregation has filed all the required reports required by the Constitution and Canons of the Diocese.

The NEW VENTURES IN COMMUNITY MINISTRIES grant Committee will review each abstract and advise each applicant if they should proceed to the next Phase - making a formal application.

Phase II Submission of Formal application

- A. Upon notification from the Committee to proceed, the congregation will prepare a detailed application for a grant from the **NEW VENTURES IN COMMUNITY MINISTRIES** which is to include:
 1. **Title Page**
 - a. List the congregation(s) applying for the grant.
 - b. The grant amount being sought, the project's name, the time period the project will run, and the home base or site for the project.
 - c. Name the primary contact for the project and the phone numbers (daytime and evening), mailing address and email address.
 2. **Needs Statement**
 - a. Describe in detail the community being served and the need/s the grant will address.
 - b. Include how and why the community or population was selected and how they were involved in preparation of the needs assessment and the proposed outreach project.
 3. **Project Description**
 - a. This section should outline the development of a work plan, including benchmarks that will be used as a guide to implement the project (who, what, where, how, and when).
 - b. It should describe the project and estimate the number of people who will be served during the grant period.
 - c. How will the ministry build on and utilize the assets and talents of the population being served and the congregation?
 - d. The description should illustrate what commodities are being exchanged during the ministry, the 'relationship' ministry, which will be fostered, and the anticipated outcomes of the project
 4. **Evaluation Plan**
 - a. Explain how the project will be evaluated for successes and failures.
 - b. Who will conduct the evaluation and when and how will the evaluation results be utilized

- in future management of the project?
- c. The evaluation process must involve looking at commodity and relationship exchange.
 - d. **An evaluation report must be submitted to the Committee at the six and nine month intervals.**
5. **Vestry/Bishop's Committee Support**
 - a. A copy of the Vestry/Bishop's Committee minutes that spells out the congregation's role and long-term commitment in support of the project is required.
 - b. If a project is a joint partnership with another congregation, applicants should spell out how they will jointly oversee the project.
 6. **Future Funding Plans for the Project**
 - a. Grants are seen only as **start-up funds** for **new** (not existing) projects.
 - b. However, the Committee may make a recommendation to the Bishop and Diocesan Council to renew a grant for **one additional year**, but only after a reapplication process.
 - c. A major objective of this endowment fund is to inspire projects that can be sustained by congregations. The application must explain how future funding for this project will be obtained.
 7. **Budget page**
 - a. A detailed budget for the grant must be completed based on the reference list given to the applicant.
 8. **Two copies of formal application must be sent by **Friday September 11, 2009** to:**
Bishop of the Episcopal Diocese of Missouri
1210 Locust Street
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AWARD PROCESS

1. The Committee will submit its recommendation for approval to the Bishop and Diocesan Council for its advice and consent.
2. Award of the grants will be announced at the Diocesan Convention in November by the Bishop.
3. The Committee will return all applications and include a letter of explanation to congregations whose applications are not funded.

AMOUNT OF EACH GRANT

1. Grant awards will range from a **minimum of \$5,000.00 to a maximum of \$15,000.00.**
 - a. The one-year grant will be disbursed to the grant recipient at quarterly intervals unless otherwise justified by the applicant's spending plan and agreed to at the time the grant is awarded.
 - b. The Committee will be responsible for advising the Chief Financial Officer of the amount of the award of each grant and the recommended quarterly allotment.

REPORTING TO BISHOP AND DIOCESAN COUNCIL

1. The Committee will report to the Bishop and Diocesan Council at the January meeting the accomplishments of each program that received an award the previous year.

DISCRETIONARY POLICY SUBJECT TO CHANGE

1. Whether a grant will be awarded is within the discretion of the Bishop and Diocesan Council, This policy is subject to repeal or modification at any time, in accordance with Diocesan Canon VI.1.

Agencies, Task Forces and other Diocesan Committees are also encouraged to submit an abstract for a NEW VENTURES IN COMMUNITY MINISTRIES GRANT.

Timetable for abstract and formal application process:

April 15, 2009	The Committee for NEW VENTURES IN COMMUNITY MINISTRIES grants announces the process for applying for the grants. Application material is available from the Diocesan Office.
Monday June 8, 2009	Deadline for submitting abstracts to the Committee.
July 20 – 24, 2009	Notice of regret or acceptance regarding abstracts. Congregations notified whether or not they should proceed to the Phase II of grant application.
Friday September 11, 2009	Deadline for submitting full application.
Mid-October	Committee receives advice and consent of the Bishop and Diocesan Council.
Diocesan Convention, 2009	Bishop will announce the grant awards. Committee notifies congregations that did not receive awards.
January 1, 2010	Earliest date that Grant monies will be disbursed.

Announcement

Episcopal Diocese of Missouri

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Grant awards will range from a **minimum of \$ 5,000.00 to a maximum of \$15,000.00**. The **one-year grant will start as of January 1, 2010**. A project may be supported for a second year following submission of another grant proposal.

The Grant Application process is in two phases:

Phase I: Submission of Abstract of the proposed project.

Phase II: Submission of Formal Application of the proposed project

Agencies, Task Forces and other Diocesan Committees are also encouraged to submit an abstract for a **NEW VENTURES IN COMMUNITY MINISTRIES GRANT.**

Information concerning submission of grant proposal abstract and formal application is available from Tracey at the Diocesan Office.

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