

# GRANT INFORMATION

## THE REYNOLDS FUNDS

Episcopal Diocese of Western New York  
1064 Brighton Road  
Tonawanda, New York 14214

### Summary and Background

The Diocese received a specific bequest and a residuary bequest under the Will of Lena C. Reynolds, a long-time parishioner of St. John's Episcopal Church in Ellicottville.

One fund, **The Leah R. and Lena C. Reynolds Memorial Trust Fund** directs that its income be used "with special emphasis on financial aid for the Episcopal Churches in Cattaraugus County and excluding Episcopal Community Services." The income of the other fund, **The Lena C. Reynolds Bequest**, was not designated for a specific purpose. The Diocese's Trustees decided to use it in connection with the Memorial Fund "with special emphasis on those congregations which are in the southern area of the Diocese."

The Trustees note that there is no restriction on either fund which prevents any congregation from within the entire diocese from making an application for funding.

The Trustees and the Bishop have appointed an Advisory Committee to administer this grant program and to make funding recommendations to the Trustees who will award the grants. The Advisory Committee has adopted the following funding priorities:

*Church Development and Growth*  
*Expansion of Mission and Outreach*  
*Starting New Ministries*  
*Collaborative Ministries*

*To provide applicants with some guidance, the Advisory Committee discussed some expenditures which are eligible for payment with a Reynolds grant:*

1. Personnel – The grant may be used to pay new staff or to expand the hours of existing staff; *however, the grant **may not be used** to pay existing personnel or meet existing payroll commitments*
2. Supplies - i.e., office and/or craft supplies, food;
3. Training costs;
4. Transportation;
5. Equipment (all requests for equipment must be accompanied by a supplier's quotation or bid);
6. Capital needs (all requests for capital needs must be accompanied by a supplier's quotation or bid).

## **Open and Competitive Process**

A grant application may be submitted at any time. It must be submitted by one or more Episcopal congregations in the Diocese of Western New York. To qualify for a grant, a project or program must involve at least one congregation in union with the Annual Convention of the Diocese. However, it may engage other congregations (which need not be Episcopal) or one or more non-profit organizations. Collaborative projects are encouraged. All requests must be signed by an official agent of the lead Episcopal congregation named in the application. Proposals will be accepted at the Diocese's offices until **4:00 P.M. on each submission date**. Any proposals received after this date and time will be considered as having been submitted for the next funding cycle.

## **Funding Cycles**

Applications are due by December 15 with awards announced in March.

Applications are due by April 15 with notification in July.

All applications submitted by each proposal deadline will be evaluated at the same time and will be competitive with each other for the funds available in each cycle. Funds not committed after each deadline will carry forward for allocation during the next cycle. The Advisory Committee anticipates having approximately \$25,000 a year to award in grants.

## **SUBMISSION REQUIREMENTS**

The grant application and related documents must be delivered or sent by U.S. mail in hard copy format to:

*Reynolds Fund Advisory Committee  
Trustees of the Episcopal Diocese of Western New York  
1064 Brighton Road, Tonawanda, New York 14150*

**AND**

Simultaneously, the grant application and related documents must be submitted electronically in PDF or Word format, referenced "Reynolds Fund Advisory Committee Grant Application to *both*:

Cathy Dempsey Sims, Grant Administrator: [cdsims@episcopalwny.org](mailto:cdsims@episcopalwny.org)  
Howard Gondree, Secretary of the Trustees: [howardgondree@episcopalwny.org](mailto:howardgondree@episcopalwny.org)

In addition to the grant application and related documents, the following **must** also be submitted

- A. A copy of a vestry resolution of a parish or the lead parish (Bishops' Council resolution in the case of a mission) applicant authorizing the submission of the application and stating that the vestry or mission council will accept the grant, if awarded, and will engage in the proposed work.
- B. A signed statement from the rector, vicar or priest in charge (if there is one) that the proposed work is consistent with the mission of the sponsoring parish or mission.

**Additional Requirements:** The sponsoring congregation (and other collaborating Episcopal congregations) must be in canonical "good standing" both at the time of the application and at the time of the award of a grant. Canonical good standing includes the following: insured in accord with diocesan standards, not delinquent on clergy salaries and benefits, up-to-date filing of canonically required reports, and up-to-date payment of Full Share pledges (not more than 90 days in arrears). If your congregation is not in canonical good standing, the Bishop or his designee may provide a waiver for good cause shown. Make application for this waiver well in advance of submitting a grant application. The waiver should be included with the application when filed. Incomplete grant applications will not be considered.

Successful applicants will receive a payment of 90% of their grant at the time the award is made. The remaining 10% will be paid when a final written report is received by the Advisory Committee.

**Please direct your questions to or for help in completing your application contact:**

The Rev. Canon Cathy Dempsey-Sims at 716-881-0660 or [cdsims@episcopalwny.org](mailto:cdsims@episcopalwny.org)

or to Catherine Way at 716-664-7291 or [stitcherway@gmail.com](mailto:stitcherway@gmail.com)

# GRANT APPLICATION

## THE REYNOLDS FUNDS Episcopal Diocese of Western New York 1064 Brighton Road Tonawanda, New York 14214

Name of Congregation: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_

Contact person: \_\_\_\_\_

Telephone number of contact person: \_\_\_\_\_

E-mail address of contact person: \_\_\_\_\_

Name of collaborating churches or non-profit organizations (if any): \_\_\_\_\_  
\_\_\_\_\_

Project Name: \_\_\_\_\_

Project beginning and completion dates: \_\_\_\_\_

Project Funding Priority: Name here the funding priority for your project (*from the list on page 1 of the grant information sheets*) \_\_\_\_\_

How does your project align with your chosen funding priority? \_\_\_\_\_  
\_\_\_\_\_

Purpose of Project: Please describe your project's mission (*200 words or less*)

*Project Description: Please insert here, in no more than 1,500 words a detailed description of the work you proposed to do so that anyone reading this section will get a good sense of what the project will look like and what it will accomplish. Who will the project serve? How will they be served? Where will they be served? How will people learn about your project? Name all collaborators (if any) and what they will do.*

*Project Budget: Please give a detailed budget that includes all sources of income and all anticipated expenses. Requests for equipment or capital needs must be accompanied by a supplier's quotation or bid. In addition to the numbers, please provide a written explanation for each income and expense line. The income explanations should include whether the funds are in-hand, committed or are still outstanding. Include any donated services or in-kind contributions. Is this a one-time program or on-going? If on-going, how will you sustain it in the future?*

How much are you requesting from the Reynolds Funds? \_\_\_\_\_

*Use of funds: Briefly explain how you anticipate using Reynolds funds as part of the total budget.*

*Project Evaluation: How will you know if your project has been successful? How will you measure success?*

### **Additional Required Documents**

These **must** be submitted in both hard paper copy and electronically.

1. Current year's church operating budget;
2. List of current Wardens and Vestry members;
3. Copy of sponsoring church Vestry resolution authorizing submission of this application and statement of accepting the grant, if awarded, and engaging in the proposed project;
4. Statement by the rector, vicar, or priest-in-charge of sponsoring church affirming that the proposed project is consistent with the mission of the sponsoring parish;
5. Most recent parochial report;
6. Any other supplemental materials which you feel will further explain your project.
7. Most recent audited financial statement.

**Please direct your questions to or for help in completing your application contact:**

The Rev. Canon Cathy Dempsey-Sims at 716-881-0660 or [cdsims@episcopalwny.org](mailto:cdsims@episcopalwny.org) or to Catherine Way at 716-664-7291 or [stitcherway@gmail.com](mailto:stitcherway@gmail.com)