

THE EPISCOPAL DIOCESES OF
**Western New York &
Northwestern Pennsylvania**

Diocese of Northwestern Pennsylvania Grant Application

Thank you for your interest in seeking a grant from the Diocese of Northwestern Pennsylvania. The diocese is fortunate to have resources to share and welcomes the opportunity to fund projects that spread the Gospel message throughout our region.

This packet contains information on the three types of grants available in the diocese: **St. Stephen Outreach Grant, New Development Capital Needs Grant, and the Diocesan Youth Ministry Grant**. A uniform application and instructions are also enclosed. Please feel free to use the contact information if you have questions about the grants or the application process. Please pay particular attention to the application deadlines.

Thank you again for your interest in furthering the diocese's mission.

The Application Process

Diocesan Council is responsible for all grant funding decisions and has appointed a Grant Advisory Committee to review applications for completeness prior to submission to Council. To submit an application to the Grant Advisory Committee, please scan and email the completed document to the Partnership Canon for Administration, Vanessa Butler, at vbutler@episcopalpartnership.org.

Application submission deadlines for all three grants: March 1 and August 1

Pages 2-3: Grant application cover form: This form should be completed and returned as the cover page for each application, which is to be compiled on separate sheets of paper. The subsequent pages of this document provide information for each capital source, including criteria required for an award request application.

Page 4: St. Stephen Outreach Grant: This is a one-time grant award for new outreach programs. This is seed money and not meant to provide ongoing financial support.

Page 5: New Development Capital Needs Grant: This grant supports the mission of the congregations within the Diocese of Northwestern Pennsylvania when parish or mission funds are unable to provide for a necessary financial need. This grant is designed to bridge capital shortfalls when internal appeals, budgets and unrestricted investments are committed elsewhere. Historically, there have been multiple requests each year for these funds. Requesters should expect to receive no more than \$10,000.

Page 6: The Diocesan Youth Ministry Grant: The purpose of this grant is to support youth ministry in the congregations within the Diocese of Northwestern Pennsylvania. Requesters should expect to receive no more than \$2,000.

Page 7: What the applicant can expect: Approval, disbursement, and reporting requirements

Grant Application Cover Sheet

Please provide all information applicable to your request. Return pages 2 and 3 with application.

Requested grant: St. Stephen Outreach Grant _____
 New Development Capital Needs Grant _____
 Diocesan Youth Ministry Grant _____

Project name: _____

Parish or mission congregation: _____

Address: _____

Phone#: _____

Contact person (project representative): _____

Address: _____

Phone #: _____ **Email:** _____

Clergy or warden representative: _____

Address: _____

Phone #: _____ **Email:** _____

Partner organization/congregation(s), if applicable: _____

Address: _____

Phone #: _____ **Email:** _____

Is this a new or ongoing project? _____ **Project start date:** _____

Planned duration time for this project: _____

Has this particular project received a grant award from any of these three funds in the past?

If yes, please provide the date(s) and award amount(s) received: _____

Grant Application Cover Sheet continued

Budget summary: In addition to a detailed budget included with this application, please provide the following information:

- Total project expense: _____
- Total amount raised by congregation: _____
- Total grant award requested: _____

If awarded, check to be made to: _____

Address: _____

Signature of: Project representative: _____

Clergy or warden: _____

Date: _____

For Diocesan Office use:

Date received: _____

Diocesan Council review date: _____

Diocesan Council action: _____

Amount of grant award: _____

Receipt of Final Report: _____

St. Stephen Outreach Grant

Grant Criteria

New outreach programs that use the gifts we have been given for the mission of the Church to reach out to the communities of the diocese and beyond in the name of Jesus Christ by helping address the issues of society as we share in word and deed the Good News of salvation in Christ Jesus. Outreach is one of the Evangelism Ministries of the Church. Emphasis is on outreach programs that foster participant empowerment or that address issues affecting poor and oppressed persons. A requirement is the active involvement of members of the Episcopal congregation requesting the grant in the outreach ministry. The grants will be a maximum of \$7,500. Applications for grants in excess of \$2,000 must have matching capital of 25% from their own resources.

This grant cannot be used for current ongoing ministries or ministries that are being given up by other organizations; maintenance of and/or utilities for church buildings; salaries or benefits for staff; a church's operating budget; church in-reach programs, or programs for those already members of the congregation; indebtedness; transportation of volunteers to a mission work site; capital expenditures, though exceptions to capital expenditures may be considered in extenuating circumstances, such as disaster relief projects and construction projects for impoverished recipients; or vehicle purchases. In most cases, expenditures from outreach grant funds for staff or volunteers to attend conferences or continuing education events are not allowed. However, such expenditures may be acceptable if part of a larger request rather than the sole or main purpose of the request. For example, training staff in new skills through a conference as part of program enhancement or expansion is acceptable if the goal of the training is an increased ability to serve the target population.

Application for Funds

A congregation wishing to apply for funds available through the St. Stephen's grant must submit the following information to the Grant Advisory Committee:

1. **Project Narrative:** Please provide a written comprehensive framework of all aspects of the project. This description should address the following points:
 - An explanation of how the project was developed.
 - A clear definition of the issue to be addressed.
 - The strategy planned to affect the issue being addressed.
 - A list of the positions and the number of volunteers who will be directly involved in the implementation of the project.
 - A description of the population which the project intends to serve (e.g. how many participants will be served; who and where they are).
 - Indicate how the participants being served will be involved in planning and implementing the project (if applicable).
 - The goals and specific objectives of the project.
 - Indicate how the project will be supported after this grant expires.
2. **Project budget with budget narrative:** Provide a complete budget, listing all sources of income and expenses of the project. In a narrative budget, give detailed explanations of all income and expenditures listed in the budget. Please explain how you plan to continue paying for this outreach after the grant funding expires.

New Development Capital Needs Grant

Grant Criteria

This grant supports repair, maintenance or replacement of church assets, purchase/repair of parish vehicles, purchase of land (with or without buildings), construction of new buildings, additions to an existing building, and renovations to an existing building, including accessibility projects.

This grant does not support assessments, operating budgets, debts incurred before this application, purchases of consumable supplies, commercial ventures or enterprises, scholarships, tuitions, salaries, or programs.

The amount of money awarded in previous years from this fund influences the committee's decision. While there is no direct intent to spread the money evenly through the diocese, there is a concern that a church does not become dependent on these funds.

Application for Funds

A congregation wishing to apply for funds available through the New Development grant must submit the following information to the Grant Advisory Committee:

- 1. Project Narrative:** Please provide a written comprehensive framework and description of all aspects of the project. This narrative should be succinct, self-explanatory, well-organized, and free of technical terms so that the committee can understand the project. The narrative should make your case for a grant award and should include the following information:
 - Three bids are required; please provide with this application.
 - Are the three contractors in agreement with the scope of work? If not, please explain.
 - Which contractor would you like to work with and elaborate if they are not low bid?
 - List any events/campaigns you might be doing to raise money towards this project.
 - List any compelling reason to support this project that the application did not afford you to explain.
 - Elaborate if there is a commitment to the congregation's unrestricted funds, i.e. project/mission:
- 2.** Attach the most recent Parochial Report.
- 3.** Attach most current balance sheet.
- 4.** Attach most recent budget.

Diocesan Youth Ministry Grant

Grant Criteria

This grant is intended to make funds available to assist in costs associated with the start-up of new youth programs and ministries; defraying costs associated with youth mission trips; making substantial improvements or changes to an existing youth program or ministry; or additions or renovations to facilities in order to be youth friendly. Proposals for one-time assistance to fund new youth ministry staff positions will be considered only if a realistic plan for future sustainability is included with the application.

This grant is not intended to fund existing operating budgets, debts incurred before this application, scholarships, tuitions, or proposals that can find adequate funding elsewhere.

Application for Funds

A congregation wishing to apply for funds available through the Youth Ministry grant must submit the following information to the Grant Advisory Committee:

1. **Project Narrative:** Please provide a written comprehensive framework of all aspects of the project. This description should address the following points:
 - The goals and specific objectives of the project.
 - An explanation of how the project was developed.
 - Indicate how the participants being served will be involved in planning and implementing the project (if applicable).
 - Indicate whether staff and/or volunteers have appropriate training, including Safe Church, Safe Community training.
 - Indicate how the project will be supported after this grant expires.
2. **Project budget with budget narrative:** Provide a complete budget, listing all sources of income and expenses of the project. In a narrative budget, give detailed explanations of all income and expenditures listed in the budget. Please explain how you plan to continue paying for this ministry after the grant funding expires.

What the Applicant can expect

Approval process:

- The Grant Advisory Committee reserves the right to approve or reject applications and to ask for further clarification of the project by the requesting congregation.
- The Grant Advisory Committee will confirm receipt of your application, by way of an email sent to both the project representative and clergy/warden representative.
- If the application is complete, the Diocesan Council will typically take action in the meeting the month after the application deadline. However, the Council reserves the right to take longer to make a decision.
- The Diocesan Council will provide written notification of the award decision.

Disbursement of awards for St. Stephen's and Youth Ministry grants:

- If approved, applicants will receive a payment of 50% at the time the award is made. The remaining 50% will be paid upon receipt of the final written report and supporting receipts. This report must be reviewed by the Grant Advisory Committee and approved by the Diocesan Council.
- The Council will consider and approve alternate disbursement schedules upon request of the applicant. In the case of large expenses that the parish cannot pay upfront, a signed contract, estimate or invoice should be submitted with the disbursement request.
- All funds received are to be used for approved project purposes. Any funds received from the Diocese and not spent in this manner must be returned to the Diocese.

Disbursement of awards for New Development grant: Funds will be disbursed directly to the vendor/contractor. An original invoice is required. The purchase/intended work specified in the grant must be used within one year from date awarded.

Congregations who have received an award are required to submit the following:

- Acknowledgement of receipt of grant payment check from the CFO.
- The completed Statement of Grant Accounting to the CFO within 30 days of project completion.
- Project Completion Narrative to the Canon for Administration within 30 days of project completion.