Diocese of Western New York Grant Application

This document makes available the information needed to submit an application to the Diocesan Council for three capital sources: **the Holy Communion Fund, the Outreach Fund, and the Reynolds Funds**

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 Director of Finance, Maria Manocchio, at maria@episcopalwny.org

Application Submission Deadlines: *March 1st and September 1st*

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: The Holy Communion Fund: The purpose of this grant is to provide financial assistance to any congregation within the Diocese of Western New York that has a need relating to ***physical building/construction issues***. All congregations are invited to apply. ***Applications cap is $10,000 per project.***

Page 5: The Outreach Fund: The purpose of this grant is to assist congregations to transform their concepts of hope into reality so as to best serve their communities through outreach. Funds are available for congregations within the Diocese of Western New York that are ***initiating a congregation-based outreach program.*** Collaborative projects with other congregations and organizations are encouraged. Salaries are not eligible expenses under the grant funding guidelines. ***Application cap is $5,000 per project.***

Page 6: The Reynolds Funds: The purpose of this grant is to support congregations with church development and growth, the expansion of mission and outreach programs, and the creation of ***new or collaborative ministries*** within the Diocese of Western New York. Although initiated with a special emphasis on congregations geographically located in Cattaraugus County and the southern area of the diocese, all congregations are invited to apply. Salaries are not eligible expenses under the grant funding guidelines. ***Application cap is $10,000 per project.***

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 page 2 and 3 with application

Requested Grant: Holy Communion Fund _____
Outreach _____
Reynolds Fund _

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 on-going 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: _____

_____

Has ANY 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/Warden: _____

Date: _____

For Diocesan Office use:

Date received: _____

Diocesan Council review date: _____

Diocesan Council action: _____

Amount of grant award: _____

Receipt of Final Report:_____

Holy Communion Fund

Guidelines:

1. All requests must be for capital building/construction needs. This is defined as the purchase, equipping, maintenance, construction, or repair of physical structures. Application capped at $10,000 per project.

2. Grant awards will be available for one year following the approval, after which the award will be returned to the Holy Communion Fund.

Application for Funds:

A congregation wishing to apply for funds available through the Holy Communion Grant must submit the following information to the Grant Advisory Committee:

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 Council can understand the project. The narrative should make your case for a grant award. If deemed necessary, copies of laborer/contractor agreements, blueprints/drawings, a materials list, and photographs may be included with this application.

In your narrative, please answer the following questions:

- What will this project accomplish?
- What is the project timeline?
- What is the budget for this project? *This may be an attachment to the narrative.*
- When will the grant award be needed?
- How will the grant award be used?
- What other funding resources are available for this project?
- Are there any additional factors that should be brought to the attention of the Grant Advisory Committee?

Outreach Fund

Application for Funds:
A congregation wishing to apply for funds available through the Outreach Fund must submit the following information to the Grant Advisory Committee:

Project Narrative and Budget: Please provide a project budget and a written comprehensive framework and description of all aspects of the project. The narrative should make your case for a grant award and address the following points:

- What is the need addressed by this project?
- How is this need addressed by this project?
- Where will the services be provided? (On church property, on a partner's property, from a mobile unit, etc.)
- How will the services be provided?
- What is the congregation's role in this project?
- Approximately how many parishioners will be involved, and in what capacities?
- What tasks will be performed, etc.
- If there is a Partner, what is the relationship between the congregation and the partner? Do members of the congregation sit on its Board of Directors? Is this a new collaborative relationship?
- Is there a need for any training or certification for volunteers, including Safe Church Training?
- Is there a need for safe health training and practices and how will it be addressed?
- In the narrative, please note the inclusion of any attachment, especially:
  --- Partner's Mission Statement, brochure or other publication.
  --- Partner's 501(c)(3) Certificate.
  --- Partner's Brochure or similar publication.

Project budget: Please include the use of diocesan grant funds, congregation funds, individual donations, partner contributions or other sources. This may be attached separately.

- How will the diocesan funds be used?
- Show the commitment of the congregation to this project?
- List any in-kind donations of supplies or services from any source.

Reynolds Funds

Guidelines:
Grants will be awarded according to the following funding priorities: *Church Development and Growth; Expansion of Mission and Outreach; Starting New Ministries; and Collaborative Ministries.*

1. The project or program must involve at least one congregation in union with the Annual Convention of the Diocese. However, it may engage congregations of other denominations or one or more non-profit organizations.
2. *This grant **may not** be used to pay existing personnel or meet existing payroll commitments.*

Application for Funds:
A congregation wishing to apply for funds available through the Reynolds Funds must submit the following information to the Grant Advisory Committee along with the Grant Application Coversheet.

1. **Project Narrative:** Please provide a written comprehensive framework and description of all aspects of the project. The narrative should make your case for a grant award and address the following points:
    - What will this project accomplish?
    - What is the project timeline?
    - What is the budget for this project? *This may be an attachment to the narrative.*
    - When will the grant award be needed?
    - What other funding resources are available for this project?
    - Are there any additional factors that should be brought to the attention of the Grant Advisory Committee?
2. Current year's church operating budget.
3. List of current Wardens and Vestry members.
4. 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.
5. 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 congregation.
6. Most recent parochial report.
7. Any other supplemental materials which you feel will further explain your project.
8. Most recent audited financial statement.
9. Examples of expenditures for a project: personnel, supplies, training costs, transportation, equipment (attach the supplier's quote), Capital needs (attach the supplier's quote).

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 council will normally take action in the meeting the month after the deadline. However, the Council reserves the right to take longer.
- The Diocesan Council will provide written notification of the award decision.

Disbursement of Award:

- 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 up-front, 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.

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

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