

Episcopal Diocese of Rochester Rochester & Monroe Districts Grant Application Form



INTRODUCTION:

The Grants Committee of the combined Rochester and Monroe Districts is pleased to consider parish projects for monetary awards. We will be happy to help you through the grant writing process. We hope you will help us to improve our own process of prayerful consideration of requests in Jesus' name.

GUIDELINES:

The districts reserve the right to award available funds to projects. Special consideration is given to projects that:

- assist a parish in meeting a particular need in the community at a particular time.
- create an opportunity for increased congregational involvement in a particular ministry.
- are innovative or unique to the particular parish making the request.
- permit a congregation to bridge a funding gap in an ongoing ministry caused by an unanticipated event.

Projects should fit one of the three categories listed below.

1. You may apply for funds for ministry work *currently ongoing* in the congregation, whether or not you currently receive funds through the Diocese, provided that it improves the vitality of the congregation and is undertaken directly by the congregation, or is carried out through a closely associated non-profit or ecumenical organization of the congregation, for example, a day care program with interlocking boards with the church.
2. You may apply for funds for a *new ministry* that addresses an unmet need beyond the parish that will be undertaken directly by the congregation and that would improve congregational vitality.
3. You may apply for funds in the form of a *joint request between your congregation and a community service or ecumenical organization*, when your congregation is or will be actively involved in the ministry and the result will improve the vitality of the congregation.

DEADLINES:

There are usually two granting cycles per calendar year. The next deadline is:

Tuesday, April 5th @ 5:00 pm

This will allow time for committee consideration, presentation to Deans and Wardens, and presentation to delegates at the April 26, 2016 district meeting.

PROCEDURES:

Submission by E-MAIL is strongly encouraged. Information may be provided on separate pages.

Following approval at a district meeting, the diocesan treasurer will be notified. Please allow a few days before requesting funds unless other arrangements have been made.

REPORTING:

Recipients will be expected to report back to a district meeting about how funds have been used. This may be a brief oral or written report.

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Applicant's Name: _____

Parish: _____ Position: _____

Preferred Contact Method and information: (E-mail, Phone OR Mailing Address)

District: ROCHESTER MONROE (Check one)

Amount Requested: _____

DEADLINE that Funds must be available (if any) _____

In the space below please describe the project for which you are requesting a grant, or attach a separate sheet. Read through the guidelines and provide as much information as you can, including time-lines, specific person responsible, those involved (as the submitter you will be considered the contact person), and cooperating agencies (if applicable). Measurable objectives should be included. Recipients will be expected to report back to the district at a regular meeting or in a written report.

Description:

Explain how this project promotes or improves the vitality of your congregation and/or addresses an unmet need beyond your parish.

If this is an ongoing project, describe how the parish began its relationship or started the project. If it is a new project, what sparked the idea?

What is the proposed project going to accomplish within the next twelve months? (Provide specifics, such as feed 50 people or tutor 10 children.)

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Describe the connection of this project to the parish. Who from the parish is participating give approximate numbers such as 5 volunteers) and describe what they will do.

If other parishes or organizations are participating, explain who they are and how they will be involved.

What is the project budget? Do not include the total parish budget or the budget of the non-profit organization with which you are working. Be sure to disclose funds that relate to this project that you **have received** this year from the diocese or other districts. Disclose **other requests** you have made for funds from other districts for this project. District grants are not to be used for parish operating expenses.

Income:
Funding Sources Other Than the Proposed District Grant

In Kind Resources (i.e. free rent, donated food)

Total Income

Expenses:

Total Expenses

Applicant: _____ Date: _____

Clergy: _____ Date: _____ (Application must be sponsored by a Rochester or Monroe district clergy member.)