

THE FOUNDATION FOR THE EPISCOPAL DIOCESE OF WYOMING

Grant Application

The mission of the Foundation is to raise, manage, and distribute financial resources to support and inspire our congregations as we share in God's work of ministry and outreach.

The objective of the Foundation grant program (Foundation Grant) is to enhance the outreach ministries of the Episcopal congregations in the Diocese by providing financial support through seed money for new and existing programs that support the implementation of the Diocesan Priorities.

What does this really mean?

“Outreach ministries” are those truly focused on mission beyond the maintaining of the congregation and its building(s). These are the activities designed to spark the congregation into action in the broader community, whether it is the locally served community, or beyond.

“Episcopal Congregations” are the central support entity and may include a single parish, a campus ministry, parish partnerships or activities conducted by the Diocese in partnership with multiple parishes or their members.

“Financial Support” means proposals generally up to \$50,000 per year. Proposals up to \$5,000 may be submitted for special expedited consideration to the Executive Director of the Foundation (“Executive Director Grant”) subject to available funding.

“Seed money” is intended to reflect that this is not permanent funding. It is designed to encourage congregations to push themselves, with faith that they will build the relationships and resources to support and continue the mission. Grants may be given for one year with annual applications for renewals for up to two additional years.

“Implementation of the Diocesan Priorities” means programs or activities supporting or furthering the current priorities established by the Episcopal Diocese of Wyoming. It is expected that successful applicants will place their Episcopal Congregation into action; action outside their immediate faith community. The local congregations will be expected to be an active partner through sharing of local resources (i.e., matching funds) as well as manpower / womanpower and leadership. Our desire is for the funding to support this community action and for the money to then follow and support our congregations, and more specifically the people in those congregations who are active in the life of the community within which they live.

What are congregations growing in Mission?

The Foundation Grants initiative is designed to stimulate vitality in congregations by encouraging them to grow in mission. As you prepare your grant application, we ask you prayerfully reflect on how your program or project will accomplish the following:

- Strengthen the Episcopal Congregation in its Mission.
- Invite people into outreach and social ministries.

- Provide forming and learning opportunities to various age and interest groups in the congregation.
- Identify qualifications, gifts, skills and callings of members and connect members with appropriate ministry opportunities.
- Equip members for ministry in their daily work and lives.
- Support others in time of need or difficulty.

While the committee has yet to adopt guidelines for all aspects of requests, you should note that in the past capital expenditures were not the subject of awards unless clearly demonstrating a ministry to the larger community (i.e., beyond the Episcopal Congregation's existing membership) and that the Foundation has determined it will not make loans to Episcopal Congregations.

Application Procedure:

Completed applications must be post marked or delivered on or before the Application Deadline. The Application Deadlines are: January 1, April 1, July 1, and October 1. Any grant received after an Application Deadline will be considered in the following grant cycle. Applications may be submitted in writing or by email attachment. If by email, please have the person responsible for the application sign and mail a copy at his or her earliest convenience.

If you elect to mail your application, please deliver 8 copies of the completed application and the supporting materials to:

The Foundation for the Episcopal Diocese of Wyoming
 Attn: John E. Masters
 123 South Durbin Street
 Casper, WY 82601

You may also submit your application by email to: john@efwy.org We will acknowledge receipt of your application by responsive email.

Application Format:

The application packet should be submitted on standard 8 1/2" x 11" paper in not less than 12-point type. It should include the following:

Part A:

1. Briefly summarize the charitable, religious or educational issue that the proposal will address including the amount requested, and the source or dedication of other funding (maximum 1/2 page).
2. Describe how the grant funds will be used to address the issue identified above, including target populations (maximum 1 page).

3. List the key project personnel, indicate the role that each will play and their prior relevant experiences (maximum 1 page).
4. Briefly summarize the evaluation process that the applicant will use to determine the impact of the funded program (maximum 1/2 page).
5. Set forth the implementation time line during next twelve months (maximum 1/2 page).
6. Include Budget and budget narrative (maximum 1 page). The Budget should demonstrate all sources of other support, including an estimate of the value of the in-kind support of the applicant. A Sample Program Budget is provided for your use.
7. Include a brief statement of the level of financial, man/woman power, and leadership support to be provided by the applicant church and a written affirmation by one or more officers of that body to the effect that the church has approved the application and has made provision for the support described in the application (maximum 1/2 pages).
8. Include the most current financial statement of the applicant including both a statement of revenue and expenses for the year to date and a balance sheet for the month ending prior to the application date.
9. Complete Checklists A and B (attached)
10. Include in an appendix, letters of support for the project from appropriate community participants (e.g., clergy, lay leaders, community supporters, etc.).

Part B.

For each question applicable to the project or program provide a narrative answer:

1. Explain whether this grant will have a direct impact upon those outside of the Diocese of Wyoming? Include a statement of how the project or proposal encourages or enhances the mission or ministry of the applicant church.
2. Describe the commitment to the project or program being made by the local congregation of its time, talent, and treasure. Each application must be accompanied by a letter of support from the sponsoring, Episcopal entity governing board.
3. If the project or program is addressing an issue likely encountered in other communities, please describe how the applicant is prepared to share with other communities the experience it expects to derive from the project or program.
4. If the project or program is expected to continue beyond 12 months, please describe the expected future source of revenue for operating the project or program including any anticipated grant applications to *Foundation*.

Part C. General Grant standards applied for all applications.

1. The Foundation Grants Management Committee with assistance of the staff of the Diocese will fulfill both administrative and advisory responsibilities for the granting programs. The administrative responsibilities include soliciting proposals, reviewing and prioritizing the proposals based on the perceived merit of each, and, finally, recommending whether or not the grant should be allowed and advising the respective granting agency on the highest priority proposals for funding.
2. The Grants Management Committee, working in cooperation with the Diocesan Office staff, will be responsible for distributing information about the granting programs. Electronic and hardcopy information on the program will be distributed to all Episcopal clergy and senior wardens throughout Wyoming. Media press releases will also be utilized. In subsequent years, Episcopal clergy and senior wardens, and other interested parties throughout the Diocese of Wyoming will receive the program information.
3. The Grants Management Committee grant requests using the criteria identified above. The Committee Chair will communicate to granting agency the rankings and related information developed by the Committee members through the review process.
4. The Grants Management Committee chair will gather from the granting agency its final decision on funding individual proposals and will promptly disseminate all final decisions. It is assumed that after a granting agency has acted that subject to acceptance of the grant then the funding will be available no later than 90 days following that decision.
5. All grant recipients will be required to sign a letter of commitment, developed by the Grants Management Committee, to use the money for the purposes for which it was awarded and to provide follow-up documentation (e.g., final evaluation report and expenditure summary) needed by the Grants Management Committee and Diocesan office staff to complete their review.
6. The Grants Management Committee with the assistance of the Diocesan Office staff will conduct an appropriate evaluation to determine how effective each local congregation was in implementing its charitable, education or religious program funded by the grant. This evaluation will be completed within 3-months following the completion of the funding cycle, for awards made the previous calendar year.

Part D. General Information

Please provide the following:

1. Name of Applicant's contact person: _____
2. Address _____

3. Email address: _____
4. Local Press release source: _____
5. Address for Press Release: _____

Sample Program Budget

	In-
	Kind

Income

- Diocesan Grants
- Other Grants
- Fee for service
- In-Kind Contributions
- Fundraising
- Congregation's Contribution
 - From annual Budget
 - From other sources
- Other income for program

Total Program Income = _____

Expenses

- Personnel
- Communication and utilities
- Training
- Insurance
- Printing / duplicating
- Supplies
- Materials
- Transportation
- Rent
- Other expenses

Total Program Expenses = _____

Checklist A

20 practices that often contribute to long-term congregational vitality

Which of these have we engaged in during the past 18 months?

"X" if
applicable

1		Mutual Ministry review of/by clergy
2		Vestry goal-setting
3		Vestry review of progress on goals previously set
4		Creating or revising a parish mission or vision statement
5		Creating or updating a long-range parish plan
6		Obtaining or studying a demographic profile of our ministry area (such as a Percept profile)
7		Obtaining an independent audit of our books
8		Graphing and tracking our average Sunday attendance over at least the last 10 years
9		Creating or revising a comprehensive parish profile (the kind produced in a clergy search or a major strategic planning process)
10		Undertaking a building audit
11		Undertaking an energy audit
12		Conducting a face-to-face stewardship of our parish households
13		Developing a planned giving program
14		Special Vestry day or weekend retreat focused on team-building, planning, or spiritual growth
15		Sending staff or parishioners for Anti-Racism training
16		Sending staff or parishioners for Safeguarding God's Children training
17		Creating a Safe Parish policy
18		Involvement in an intentional partner relationship with another congregation
19		Use of a consultant to help us address an opportunity or challenge
20		Applying for a grant (from the Foundation or elsewhere) to help start or expand a ministry

Checklist B

(Yes/No)

1	Is the Congregations current with its filing of the Annual Parochial Report?	
2	Is the congregation current with its filing of the annual audit	
3	Is the congregation current with its annual assessment?	
4	Are all stipendiary Clergy compensated at or above the Diocesan minimum?	
5	If the applicant is awarded a grant, does the congregation commit to provide the EFWY Grants Management Committee with an interim report at six-month intervals from the date of notification?	
6	If the applicant is awarded a grant, does the congregation commit to provide the EFWY Grants Management Committee with a final report at the end of twelve months from the date of notification?	

A Final Check

*Thank you for completing your Episcopal Foundation of Wyoming Grant Application
Please check that your application follows the suggested format and includes:*

- 1 Cover sheet
- 2 Program Description
- 3 Program Budget
- 4 Checklist A
- 5 Checklist B
- 6 Other Supporting Documents