

Episcopal Diocese of North Carolina

Common Application

Reference: Short Answer Questions and Supporting Documents

1. Need/Opportunity, Purpose and Goal of Grant/Loan Request: Describe the need or opportunity you are trying to address. How did you discern this need or opportunity? What will you do to address this need or opportunity, and who will benefit from this project? (500 word max):

2. Total Cost of Ministry/Project:

NOTE: The “Sample Budget Form” must be completed to provide a detailed budget for your project.

3. Total Amount Requested from Diocese:

4. Project Start and End Dates (please indicate if ongoing):

5. If you are representing a diocesan entity (parish, mission, chaplaincy, school, historic property, etc.), are you in compliance with all applicable national and diocesan canons?
___ Yes ___ No

If you responded “No,” please provide a brief explanation (200 word max):

Section B: Project Detail

1. Where will the work of this project happen? (50 word max)

2. What are the action steps/milestone dates for implementing your project? (300 word max)

3. Please describe the level of NON-FINANCIAL involvement of your congregation/organization in this proposed project, or (if this is a request to expand existing work) in the current project? How many people are involved and in what ways? (200 word max)

4. Please detail how any diocesan/interfaith/secular/community organizations associated with this proposal are involved, where applicable, and how they are involved (participation, financial support, etc.). (350 word max)

5. If this project is intended to involve or serve the community, please list below the names and contact information for two members of the community who are not members of the congregation or your organization, who are knowledgeable of this project.

6. How do you envision the prayer/worship/sacramental life related to this project, *if applicable*? (300 word max)
7. How will you incorporate feedback and learning throughout the project, and adapt as needed to better achieve your desired outcomes? (200 word max)

Section C: Budgets and Financial Resources

1. **REFERRING TO YOUR BUDGET SHEET, PLEASE EXPLAIN IN DETAIL HOW PROVIDED FUNDS WILL BE SPENT.** (500 word max)
2. Again referring to your budget sheet, explain what resources your church, organization or other community organizations/groups are putting into this project. This would include donated goods and services (use of the building, volunteer time, etc.) as well as money. (300 word max)
3. Are you applying for other non-Diocesan or Diocesan grants to support this project? If so, please identify to whom and for what amount. (200 word max)
4. *If this application is intended to begin a new AND ongoing ministry*, how do you plan to resource this ministry over time? (300 word max)

Section D: Administration and Accountability

1. Who is responsible for overseeing this program and to whom are they accountable? (200 word max)
2. How will financial oversight be provided? (100 word max)

Section E: Supporting Documentation Requirements

FOR ALL GRANTS, PLEASE ATTACH:

- A completed [Budget Worksheet](#), or a comparable form including relevant columns and cost categories
- A completed and signed copy of the sample resolution below

FOR ALL GRANTS OTHER THAN PARISH GRANTS, PLEASE ATTACH IN ADDITION TO THE ABOVE:

- A copy of your current fiscal year budget, current balance sheet, and year-to-date expense/revenue report,
- Your parochial report or IRS Form 990 (if applicable)

FOR MRST SALARY SUPPORT GRANTS AND NCECF GRANTS, PLEASE ATTACH IN ADDITION TO THE ABOVE:

- Annual financial statements (balance sheets) from the last three years
- **REQUIRED ONLY FOR NCECF Grants and Loans:** A completed copy of the [Applicant Financial Status Form](#)

PLEASE BE AWARE THAT IF YOU ARE APPLYING FOR AN NCECF LOAN, THE FOLLOWING IS ALSO REQUIRED:

- The Bishop must have reviewed and approved your application prior to its submittal.
- A site visit will be conducted prior to the Board meeting at which your application will be considered.
- You will be required to provide to the Board proof of completion of the project within 60 days of its completion.