

## **Diocese of North Carolina Common Application**

### Grants using this application

Grant/Loan Request Application

Mission Endowment Fund

Missionary Resource Support Team – Salary/Seed Grants

North Carolina Episcopal Church Foundation

Parish Grant Program

Dear Potential Applicant,

Welcome to the Episcopal Diocese of North Carolina's Common Application for grants available through the Diocese! We trust you're looking at this because you've identified a missional project or opportunity and are looking for funding to help you spread the Good News of Christ. We congratulate you for stepping out in faith to do this work and hope that the information below is helpful.

You can use this application to apply for a grant from just one funding source for your project or from two or more funding sources. You can use the table on the first page of the application to let us know how much you are requesting from each potential funder.

Your project will need to qualify for each grant for which you are applying; the items for which you are seeking funding will need to be eligible expenses under each grant's guidelines. For example, if you are requesting funds for a missionary start-up that will involve renovation of an existing facility, hiring of part-time clergy and other programmatic expenses such as supplies or initial operating costs, you can:

- seek renovation funding support from a North Carolina Episcopal Church Foundation grant,
- seek funding for part-time clergy from a Missionary Resource Support Team grant or Seed Grant and
- seek funding for programmatic expenses and start-up operating costs from a Mission Endowment grant.

The diocesan website's [grants page](#) has information about each of the funding programs covered by the application, including what each program will fund, grant maximums and other information you will need to know to decide who to ask for what. It also includes contact information for resource people for each program if you have questions about any grant programs covered by this application.

But...the most important thing you as an applicant or potential applicant need to do is to be sure you have clear statements about the need for your project, how you plan to meet that need and how the money you are requesting will help you implement your plans. There **MUST** be a clear, linear connection between the need you're trying to address, your plans and budget, and the outcomes you hope to achieve. Getting this nailed down clearly and succinctly is ***the most important*** thing you can

do to be successful in seeking grants. The second most important thing you can do is to identify local resources you already have—either cash or donated services or goods—that you can and will put toward the project. Having “skin in the game” is important because no grant lasts forever, and unless your project is very small, you’ll want to find ways to make your work sustainable.

Godspeed with your efforts! It is through grass-roots work, in congregations, with neighbors, that the Good News of Christ’s love and concern for everyone is best communicated. YOU are critical in that holy work, and we hope that this application will help you obtain the financial support you need to move forward.

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**Section A: Summary**

Name of Church/Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Organization website/Facebook address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Contact Information: (Office) \_\_\_\_\_

Preferred Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

	<i>MRST Seed Grant</i>	<i>MRST Salary Support</i>	<i>Mission Endowment</i>	<i>NCECF Grant</i>	<i>Parish Grant</i>
Request	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Deadlines	October 1	April 3	November 30	January*	Ongoing
				April*	
				July*	
				October*	
Disburses	Rolling	January 2019	Late March	Rolling	Ongoing

\*The Board meets on the second Thursday of March, June, September, and December, and applications are due 45 days prior to the meeting

**Need, Purpose and Goal of Grant/Loan Request:** Describe the need you are trying to address. How did you discern this need? Tell us specifically what you will do to address this need. (350 word max)

**Total Cost of Ministry/Project:** Please fill out the attached “Sample Budget Form.”

**Amount Requested from Diocese:**

**Project Start and End Dates:**

**Section B: Diocesan Mission Priorities Focus**

How does the use of the funds advance one or more of the five stated mission priorities of the Diocese of North Carolina as outlined below? (350 word max)

- (1) Furthering the mission of the Episcopal Church (Please reference the 5 marks of mission found at <http://www.episcopalchurch.org/page/five-marks-mission>.)
- (2) Reaching out to new ethnic communities
- (3) Focus on young adult evangelism and formation and ministry
- (4) Christian life-long formation as a disciple of Jesus
- (5) Collaboration and partnerships for ministry and presence in the world

How do you envision the prayer/worship/sacramental life related to this project, if applicable? (350 word max)

### **Section C: Administration**

Who is responsible for overseeing this program and to whom are they accountable? Where will the work of the project happen? How will financial oversight be provided? (300 word max)

Please detail how any diocesan/interfaith/secular organizations associated with this proposal are involved, where applicable. (300 word max)

**Section D: Budgets and Financial Resources**

Please explain in detail how provided funds will be spent. (300 word max)

How do you plan to resource your ministry over time? (300 word max)

What resources is your church or organization putting into this project? (300 word max)

**Section E: Sustainability & Accountability**

What is your implementation timeline? (300 word max)

How will you incorporate feedback and learning throughout the project, and adapt as needed to better achieve your desired outcomes? (300 word max)

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? (300 word max)



## **Section F: Supporting Documentation Requirements**

Please attach copies of your most recent:

- current fiscal year budget and year to date financial statements,
- parochial report or IRS Form 990 (if applicable) and
- 3-year budget worksheet, using the form provided on the diocesan grants webpage. (The 3-year budget worksheet is not necessary for Parish Grants.)

Please attach the following additional information for the specific grants below:

### **NCECF**

- An initial approval for review on the application by the Bishop, with a site visit prior to Board meeting, and proof of completion within 60 days of completion.

### **MRST**

- Annual financial statements
- Updated annual budgets
- Semi-annual actual to budget revenue and expense reports
- Periodic non-financial milestone reports as agreed between grantee and MRST

### **MISSION ENDOWMENT FUND**

- Annual financial statements
- Updated annual budgets
- Semi-annual actual to budget revenue and expense reports
- Periodic non-financial milestone reports as agreed

**Section G: Required Resolutions**

For Episcopal congregations or entities, a resolution must be submitted by the vestry, local governing committee or other canonically responsible body.

For other organizations, a resolution must be submitted from the governing body of the organization serving as the primary applicant and financially responsible entity for the project.

Resolutions may use the following form; if a different form is used, it must include the same commitments.

*The Vestry/Governing Body of \_\_\_\_\_ supports the request for a \$\_\_\_\_\_ grant from the Diocese of North Carolina for the \_\_\_\_\_ project.*

*The governing committee of this applicant church/organization agrees to accept full responsibility of the expenditure of this grant and all other monies raised through solicitations with the church/organization for the purpose set forth in Section A of this application, and further agrees to evaluate the effectiveness of this project after one year of operation.*

\_\_\_\_\_, Clerk or Secretary

\_\_\_\_\_, Rector or President

**Sample Budget Form  
Common Application  
Episcopal Diocese of North Carolina  
Project Name:  
Project Duration:**

<b>Cost Category</b>	<b>Total Cost</b>	<b>Amount Requested from This Grant</b>	<b>Amount You or Partners are Contributing</b>	<b>Calculation Notes or Other Explanation</b>
Salaries (itemize individuals)	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ -	
Contracted Services (itemize)*	\$ -	\$ -	\$ -	
Printing	\$ -	\$ -	\$ -	
Consultant	\$ -	\$ -	\$ -	
Building-Related	\$ -	\$ -	\$ -	
Instructor/Facilitator	\$ -	\$ -	\$ -	
Other (specify)	\$ -	\$ -	\$ -	
Supplies	\$ -	\$ -	\$ -	
Office	\$ -	\$ -	\$ -	
Educational	\$ -	\$ -	\$ -	
Other (specify)	\$ -	\$ -	\$ -	
Travel	\$ -	\$ -	\$ -	
Tuition/Fees	\$ -	\$ -	\$ -	
Other (specify)	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>TOTAL COST OF PROJECT/PROGRAM</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

<b>From Where/Whom are Your Contributions Coming?</b>				
<b>Source</b>	<b>Total Amount</b>	<b>Amount of Cash</b>	<b>Is it a donation of goods and/or services?</b>	
			<b>Value</b>	<b>Calculation</b>
Your Congregation or Organization	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
<b>Total of Contributions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Please attach a separate sheet if your budget requires further explanation.