

**NORTH CAROLINA EPISCOPAL CHURCH FOUNDATION, INC.**

**GRANT APPLICATION FORM**

AMOUNT REQUESTED

Applicant's  
Name \_\_\_\_\_

Mission \_\_\_\_\_ Grant \$ \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contact Address \_\_\_\_\_

1. Description of project. (Attach preliminary plans, if any) Why is this project needed?
  
2. Total estimated cost of project \$ \_\_\_\_\_, show source of estimate.
  
3. Amount of funds already accumulated and available for project. \$ \_\_\_\_\_  
How were these funds raised and over how long of a period?
  
4. What additional amount of funds can be raised? \$ \_\_\_\_\_ how?
  
5. Brief description of principal assets owned (land & buildings).
  
6. Contributions to fund the mission and ministry of the Diocese of North Carolina.
  
7. Your present number of communicants \_\_\_\_\_; number a year ago \_\_\_\_\_.  
Estimate number next year \_\_\_\_\_; explain basis for estimate.

The accompanying answers to the foregoing questions are supplied and/or approved by the undersigned.

DATE \_\_\_\_\_

\_\_\_\_\_  
Sr. Warden (print or type)

\_\_\_\_\_  
Rector/Vicar (print or type)

\_\_\_\_\_  
Sr. Warden (signature)

\_\_\_\_\_  
Rector/Vicar (signature)

\_\_\_\_\_  
Treasurer (print or type)

\_\_\_\_\_  
Treasurer (signature)

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**DO NOT WRITE IN SPACE BELOW**

If Mission Church

Bishop

Foundation

Missionary Resource  
Support Team notified:

Date \_\_\_\_\_

Date \_\_\_\_\_

Action:

Action:

Date \_\_\_\_\_

\_\_\_\_\_ Approved

\_\_\_\_\_ Approved

\_\_\_\_\_ Declined

\_\_\_\_\_ Declined

Comment:

Signed: \_\_\_\_\_

**NORTH CAROLINA EPISCOPAL CHURCH FOUNDATION, INC.**

**PROCEDURE FOR MAKING GRANT APPLICATIONS**

1. Inquiries concerning applications to the Foundation should be made to the Business Office of the Diocese of North Carolina, 200 West Morgan St., Suite 300, Raleigh, NC 27601-1338. In response to the inquiry, the following will be furnished to the applicant:

A copy of this procedure statement  
Policy statement for consideration of applications  
Application form  
Sample of Certificate of Resolution

2. The application form should be completed in full with all questions answered and all necessary information attached. Two copies of the application along with two copies of the Certificate of Resolution should be returned to the Business Office of the Diocese forty-five (45) days prior to the Board meeting. The third copy should be retained for the files of the applicant. The applicant shall also furnish a copy of its current budget and latest audit and parochial report.
3. The Business Office will submit the application and resolution to the Missionary Resource Support. The Foundation will not consider applications without a recommendation for examination from the Missionary Resource Support Team.
4. When the recommendation for examination is granted, the Business Office will forward the original application to the President of the Foundation Board who will make the necessary arrangements for investigation of the application by an Examining Committee.
5. When the application for a Grant is approved by the Foundation Board (or by the Executive Committee) the Business Office of the Diocese will advise the applicant and will instruct the Wells Fargo to issue a check in the amount of the Grant. When the application is denied, the Business Office of the Diocese will advise the applicant in writing as soon as possible.

**NORTH CAROLINA EPISCOPAL CHURCH FOUNDATION, INC.**

**GRANT APPLICATION EXAMINING PROCEDURE**

1. Grant applications will be sent to the Business Office of the Diocese. If the forms are in order, the application will be submitted to the Missionary Resource Support Team.
2. Following recommendation for examination, the Business Office will send a copy of the application to the President of the Foundation Board. The President, if it appears advisable, will appoint an Examining Committee, consisting of one or two Directors who reside near the applicant. The Business Office of the Diocese will serve as the Coordinator to the Examining Committee, and will be expected to:
  - a) Send copies of the application to the Examining Committee
  - b) Provide the Examining Committee with all pertinent information, financial and otherwise, both favorable and unfavorable to the application.
3. The Examining Committee will call on representatives of the applicant and familiarize itself with the circumstances relative to the application. Its report to the Foundation Board should relate to the items of the loan policies and should include all pertinent information not clearly and accurately covered in the application itself. The report should include a recommendation.
4. The Business Office of the Diocese will submit a copy of each application to the Foundation Board. The Board is responsible for the decision on each grant request. It's decision will be based on the report of the Examining Committee, the current financial condition of the Foundation, and other such facts as its members have ascertained.
5. The Board will communicate its decision to the applicant through the Business Office of the Diocese.

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Information which should be included in Examining Committee's report (most of which is included in the application form):

- a) Names of persons present during the examination
- b) Full description of need for grant
- c) Past two years performance re: Diocesan Share
- d) Past three years membership totals
- e) Projected impact of project

**North Carolina Episcopal Church Foundation, Inc.**  
**Policy for Consideration of Applications for Parishes, Missions & Institutions**

The Board of the North Carolina Episcopal Church Foundation meets quarterly (unless otherwise determined by the Chairman) to consider applications grants for capital purposes. All grants must be approved by a majority of vote of the Board. In the case of an emergency application, the Executive Committee may act.

No decision is to set a precedent. Each application will be considered on its own merits and in relation to the funds then available and probable needs for those funds for other projects. This flexibility in the Foundation's policy allows for variations and intangibles that normally affect such decisions. The Foundation attempts to have funds available to aid parishes, missions, and institutions of this Diocese as their needs for capital improvements occur. The resources of the Foundation are limited and accordingly, it has established priorities to be applied to applications. Obviously, not all worthy applications can be granted.

**A. The Foundation gives grants for the following projects:**

1. The erection of needed church buildings or acquisition of church property even though other credit is obtainable. However, such a grant can be made only when, in the opinion of the board, it will not deprive some other congregation whose resources are more limited and whose project is more dependent on a Foundation grant.
2. Capital repairs and renovations.

**B. Grants and Loans are limited to the following guidelines:**

1. A limit of 3% of the Foundation's assets, based on a three year rolling average, are available for grants. The amount available for the following year is set at the December meeting.
  - a) Grants are available to missions only. Grants may be made in amounts up to \$10,000 when the request is based on need.
2. Consideration of applications may be deferred for one quarter if the amount of funds available to the Foundation for meeting the anticipated need is in question.
3. If an application for a grant is not approved, the Board may, at the request of the applicant, appoint a new Examining Committee. The examining procedure will be followed once more. If the request is not approved after this second examination, the applicant may not apply again for at least one year.
4. Funds are conveyed upon approval of the application by the Board. In the event the funds are not taken when approved, two weeks notice to the Foundation is needed to receive the funds. An applicant that has been approved for a grant must accept the full amount of the funding (or the amount that is needed for the project) within 6 months of the date of approval. The parish may reapply for the loan if the funds are still needed.

**C. Criterion which must be met by all applicants in order to be considered are:**

1. An applicant must have accepted, and be current in the payment of 26% of its Share of the Diocesan Budget.
2. Requests must be received 45 days before a scheduled meeting of the Board. The Board meets the third Tuesday of March, June, September and December.

**D. Special Consideration is given to the following applicants:**

1. Applicants who have not paid their apportioned Share of the Diocesan budget but have emergency repair needs for their property can be given special consideration on recommendation of the Bishop or the Standing Committee.
2. An application from a growing congregation with strong local leadership where local credit is limited or not available.

Revised Sept 2011