

Grants for Congregations

for Mission and Outreach

Form updated 7/2016

Application Grants for the following fiscal year must be submitted by September 1st.

About the St. Michael's Mission Fund

Resolution R-1 passed by the 136th (2010) Diocesan Convention charged the Executive (Diocesan) Council to distribute any net monies realized from the sale of the Cascade Ministries Center (previously St. Michael's congregation) property to be placed in a restricted funds account to be established for the purpose of providing financial support for future Diocese of Western Michigan outreach and mission efforts, the name of the restricted fund to be the St. Michael's Mission Fund.

Diocesan Council recognizes that many potential excellent programs identified by congregations to address an unmet need in the areas of mission and outreach may not become a reality due to the limitation of available (congregation) funds. Therefore, Diocesan Council has determined that the best use of funds held in the St. Michael's Mission Fund would be to make grants available to congregations to further their mission and outreach efforts.

Grants awarded by the Diocese utilizing St. Michael's Mission

Fund monies to support congregation mission and ministry development are intended to be used as seed money for new or expanding existing missions and ministries which fill an unmet need in the wider community within the EDWM. Grant funds awarded are not intended to be used for daily operating expenses, diocesan apportionment, capital funding, emergencies, or congregational development of the requesting congregation.

It is assumed that some amount of funding will be provided by the requesting congregation, but that the awarding of a grant will make it possible for the congregation to move forward with the planned mission or outreach program.

Diocesan Mission and Outreach Committee

The Diocesan Mission & Outreach Committee (DMOC) shall be responsible to review and make recommendations to Diocesan Council on all grant requests for approval. The DMOC will consist of (at a minimum) the following members:

- Archdeacon of the Diocese
- Deacon for Domestic Missions,
- Deacon for Dominican Republic Missions
- Domestic Mission Coordinator
- Diocesan Council Liaison for Mission & Outreach,
- One (1) additional Lay member appointed by the Bishop

Available Monies for Grants

The amount of monies to be made available for grants for any fiscal year shall be determined as follows: The amount determined by calculating five percent (5%) the Fund balance over the previous five years.

In order to provide funds to the maximum number of potential congregations in a given year, individual grants will typically be limited to no more than five thousand dollars (\$5,000). Requests for grants larger than \$5,000 will be considered only after determination has been made for all other grant applications less than \$5000. If all monies are not granted, they will remain in the fund.

If the total amount of funds requested for a given fiscal year is determined to exceed the total available according to the above paragraph, the DMOC may request allocation of additional monies utilizing the principal of the Fund. In no case shall the total amount requested to be used from the Fund principal for any fiscal year be greater than five thousand dollars (\$5000).

Grant Administrative Procedures

Application for grants for the following fiscal year along with required documentation will be accepted at the office of the Bishop between July 1 & September 1.

The DMOC will review all grant applications and make a written recommendation for awarding of grants to Diocesan Council prior to their October meeting. Diocesan Finance Committee shall also be copied on the written recommendation.

Notifications will be made by mail to all applicants and announced at Diocesan Convention.

Approved grant funds will be allocated to the congregation after January 1 of the grant year in the amount of the total grant awarded. Any funds not used by December 1 of the grant year will revert to the diocese and must be returned to the Office of the Bishop by the congregation no later than January 31 of the year following the grant year.

Grants will typically be made for a period of one fiscal year. The Diocesan Council, at its sole discretion, may vote to award a grant for a period longer than one year or some other additional period.

Congregations receiving grant funds may apply again in three (3) years for new monies under this grant program.

Reporting

If awarded a grant, congregations must agree to supply a written report to the DMOC, indicating how the need was met and how grant money was expended, including a detail of project expenses, no later than March 1st of the year following the year of the grant.

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All grant recipients shall agree, if requested, to present a session at a Leadership Day, Diocesan Convention workshop or other venue if requested by Diocesan Council, showing the attributes of the project and how it met mission project priorities. Grant recipients shall also agree to provide access to the project for interviews with project leaders, photos and videos to be used on the diocesan website.

In order to be eligible for a Congregational Growth and Development/ Mission Grant a congregation must have paid their Diocesan Apportionment in full for the past three years, or if they have appealed for review of their Diocesan Apportionment they must have fully met the recommendations of the Apportionment Review Committee and Diocesan Council.

Questions? Email grants@edwm.org.

Congregation Mission/Outreach Grant Application Form

You may type your answers using your computer. Press print after completed, and follow the instructions to mail.

EDWM Congregation (Select from drop-down menu): _____

Name of individual leading project (Project Leader): _____

Parish Address: _____

City: _____ State: _____ Zip: _____

Primary Contact's Phone _____ E-mail: _____ @ _____

Project Name: _____ **Amount Requested \$** _____

Please briefly describe the unmet need your congregation feels called to address and the mission/ministry you propose to meet this need:

Briefly explain why you believe this project is within your capabilities as a congregation:

Briefly describe how you plan to implement this project:

How do you plan to sustain this new or expanded ministry once the grant period ends?

Are other sources of funding are available? Provide details.

Required Attachments:

Please check boxes.

- Congregational YTD Budget vs Actual (Income Statement) and Balance Sheet for the current year (year in which application is made).
- Detailed line item budget for the proposed project for the grant application year, and subsequent years if applicable.

The following items will be verified by Diocesan Staff prior to consideration of any grant application:

- That all employee and clergy pension and medical policies are paid in full and in compliance with Episcopal Church Canons.
- Audits of previous 2 years are complete in compliance with Episcopal Church Canons

We hereby acknowledge the terms and conditions under which this grant application is made and agree to fulfill all obligations of the congregation as detailed in the EDWM Congregation Mission/Outreach Development Grant Application Guidelines. We understand that incomplete applications may not be accepted.

Signatures

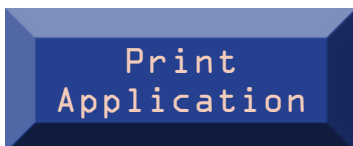
Rector Date

Senior Warden Date

Treasurer Date

Project Leader Date

Print and mail form to EDWM, 535 S. Burdick, Ste. 1, Kalamazoo, MI 49007 or fax to (269) 381-7067.
Questions? Email grants@edwm.org.



OFFICE USE ONLY
Date Grant Request received: _____
___ Required documents received
___ Pension/Medical paid in full
___ Parish Audits complete (where applicable)