

# **THE DIOCESE OF MARYLAND**

## **2008 - 2009 GRANTS FOR MINISTRY**

# Diocese of Maryland

## Vision

We are a community of congregations which maximizes and shares resources, nurtures and shares faith, capitalizes on our diversity, recognizes the reality of change, strategizes for effective witness, witnesses for peace and justice, and works together to strengthen and revitalize congregations.

## Purpose Statement

We, the Episcopal Diocese of Maryland, a community of congregations and individuals in covenant with God and one another, commit ourselves to carry forward God's reconciling work through Jesus Christ as we build up the Body of Christ, strengthen one another for Christ's mission, and strive for the justice and peace within the church and the world.

## Directions for the Diocese of Maryland

### *Evangelism*

Make evangelism central to the life and identity of each congregation, each individual, and the Diocese as a whole.

### *Sharing Resources*

Develop, manage and share resources among our congregations to be better able to extend the kingdom of God among all people.

### *Education*

Support and encourage local congregations to be centers of learning for people of all ages.

### *Bishop Claggett Center*

Renew Claggett as a vital center of ministry and mission.

### *Justice*

Promote in the minds and hearts of every Christian the call to serve Christ in all persons.

## **THE DIOCESE OF MARYLAND**

### **GRANTS FOR MINISTRY**

The Diocesan Grants Committee acts on all grant requests for financial support submitted exclusively by individual diocesan parishes and regions.

All other organizations and committees of the diocese must submit their request for financial support *directly to the Program and Budget Committee*. If approved, financial support for these organizations would appear as a line item in the diocesan budget.

The Diocesan Grants Committee considers requests for funds that are for new ministries or expansion of existing ministries, and that are only sponsored by a diocesan parish or regional council. Applications must speak directly to one of the following:

#### **Congregational Development**

**Ministry for the Laity**

**Ordained Ministry**

**Social Ministry**

**Outreach Ministry**

#### ***Period of Funding***

The grant requests will be considered and approved for a one-year period. Grants will be for a relatively short duration, one or two years only, and should not be envisioned for continuing support of on-going efforts.

#### ***Sources of Funding***

**The Annual Episcopal Appeal** \*(amount designated for Grants)

**Endowment Fund for Congregational Development**

**Endowment Fund for the Ministry of the Laity**

**Endowment Fund for Ordained Ministry**

**Endowment Fund for Social Ministry**

**The Camilla H. Corner Bequest for the Needy**

**The Carolyn N. Horwitz Bequest for the Needy**

**The Henderson-Hunter Bequest for Children**

### **Application Procedures and Criteria**

### ***Mentors***

One or more members of the Diocesan Grants Committee will be assigned to work with each organization submitting a grant. Known as mentors, these individuals will critique the original application and make recommendations for improvements. If you need help or have questions while writing your grant, please feel free to contact the Business Office or the chair of the committee.

### ***Prescribed Format***

The Diocesan Grant Application format must be used by all applicants. The form may be duplicated as needed. Electronic copies of the form are available in Word format by contacting the Business Office at Diocesan Center or online at [www.ang-md.org](http://www.ang-md.org).

### ***Criteria***

To be considered favorably by the Diocesan Grants Committee, a proposal must meet the following criteria:

1. support new ministry initiatives for which there is a demonstrable need, including new initiatives within a ministry already in progress.
2. fall within the scope of one of the areas outlined above.
3. be consistent with the Diocesan Purpose Statement and fulfill the spirit of the priorities established by the Mission Strategy Group and the Convention.
4. be submitted by a diocesan regional council or individual parish of the Diocese of Maryland.
5. specify the period of time which the ministry will require grant support. (If the proposal is for the development of a ministry beyond the period of the grant, then a plan for long-term financial support of the project, from other than grant resources, must be included in the proposal.)
6. grants can be made for personnel only as necessary to begin a new program or expand significantly an on-going effort. Specific time limitations on funding would be a key ingredient in evaluating a request for such personnel.
7. requests for capital expenditures are appropriate if such capital expenditures are necessary to support growth or develop new ministries; expenditures for church office or church kitchen equipment will be supported only as necessary for the new or expanded initiative. Requests that include funds for computer hardware must be primarily for new ministry initiatives and not simply a transfer of existing programs to new technology.

8. grant requests are to be for no more than \$10,000 to enable the use of limited funds across all regions and parishes.
9. applications from individuals, whether lay or ordained, *will not* be considered, but may be sponsored by a parish or region.
10. applications should be able to show substantial support, either in terms of personnel, finances, volunteers or other material considerations.
11. grant requests must show plans for continued funding for new programs or initiatives after the Diocesan grant period ends.

Priority will be given to grant proposals which:

1. support ministries which are collaborative in nature
2. support ministries which reflect the geographical and cultural diversity of the diocese
3. support ministries which serve as models for other parishes or regions
4. support priorities of the Convention and the Mission Strategy Group

***Help is Available***

The Diocesan Grants Committee is available throughout the application process to answer questions or to help with applications. Please contact the Diocesan Business Office with questions or for a committee list providing names, phone numbers and parish membership of each committee member.

***Completed Applications are due Monday, March 31, 2008 at 5pm. Please mail to:***

**Diocesan Grants Committee  
c/o Karen Stewart  
Diocese of Maryland  
4 East University Parkway  
Baltimore, MD 21218-2437**

# The Diocese of Maryland

## 2008 - 2009 GRANTS APPLICATION

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### I. Sponsor Data

Date: \_\_\_\_\_

Program Title: \_\_\_\_\_

Sponsoring Congregation(s) and/or Regional Council:

\_\_\_\_\_

Contact Person for Program: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

\_\_\_\_\_

Treasurer of Sponsoring Congregation or Regional Council:

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E-Mail Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

\_\_\_\_\_

## II. PROGRAM/PROJECT DESCRIPTION

- Give a brief description of what the program *already does* (not including what you are requesting this grant for), including goals and objectives. If the program does not already exist, describe the planning process to date.
- Give a specific description of what the requested grant would permit you to *add to the program* [or to begin doing, if this is a new program]. Include statement of need, and goals and objectives.
- If there are other groups or organizations in the Diocese of Maryland engaged in a similar ministry, explain how your program is related.
- Time line: How long has your primary program been going on? When will the program or project for which you are requesting this grant begin? Is there a termination date? (Y/N) If so, when will the project end?



#### IV. RESOURCES

- Most projects benefit from the collaborative efforts of outside persons, groups, and the community, as well as from the investment of time and money by the sponsoring congregation or organization. This section is designed to identify a variety of resources this project will use.
  - Identify the commitment of time and resources by the sponsoring congregation(s) and/or regional council. If there is no commitment of financial resources, please explain.
  - Identify *current* partnerships beyond the sponsoring congregation(s) and/or regional council. Include community organizations, civic resources, businesses, etc.
  - Identify *additional potential* opportunities for partnerships beyond the sponsoring congregation(s) and/or regional council. Include community organizations, civic resources, businesses, etc.
- Explain the specific plan for financial support after funding ends.

**Financial Considerations.** Please include a **Budget Sheet of your choosing** formatted to reflect all revenue anticipated for the project as well as all directly related expenses. It is important that you distinguish between *current and ongoing* resources of the program (if the program is already in existence) and *new funding* needed for the project or expansion addressed in this application.

It is essential that the information on your Budget Sheet be clearly related to the program/project description. For instance, if the project is to be divided between this project and other ongoing projects, indicate the proportion of time and funds to be devoted to this project.

Please list the names and addresses of the Officers and governing Board of the project (if any) and of the sponsoring parish(s) or regional council.

## V. AGREEMENT

Reports must be made at **MID-YEAR** and at the **END OF THE YEAR** according to the guidelines. The reports will contain description of the progress and results of the program along with a detailed listing of how the money was spent. A member of the Committee, a mentor, will be appointed for each grant, and will be available to answer any questions regarding the **MID-YEAR** and **END OF THE YEAR** evaluation reports as needed. We understand that each project submitted to this committee may differ in nature and therefore **we do not have a standard report form**. However, your **MID-YEAR** and **END OF THE YEAR** reports **must** contain a description of your original request, a progress report on the project, a detail listing of “where the money went” or “where is has yet to go”, and whether the results are ruled a success or not.

The undersigned agree to meet all the criteria established herein. All congregations need the **signatures of the Rector/Vicar, the Senior Warden, and the Treasurer**. Officers of the regional councils should sign when submitted by those organizations.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

## VI. FORWARDING OF THIS APPLICATION

Please forward the completed Application by **March 31, 2008 by 5pm**, to:

**Diocesan Grants Committee  
c/o Karen Stewart  
The Diocese of Maryland  
4 East University Parkway  
Baltimore, MD 21218-2437  
(410) 467-1399  
(800) 443-1399**

Thank you for submitting this proposal. You will be notified of action that has been taken on your application in July 2008, or sooner if possible. If you have are any questions or concerns, please do not hesitate to contact the Committee through the Diocese, or through your assigned Mentor/liaison.