



Diocese of Missouri
THE EPISCOPAL CHURCH

NEW VENTURES IN COMMUNITY MINISTRIES 2021 GRANT GUIDELINES

The Diocesan Outreach Endowment Fund was established as a result of the generosity of Missouri Episcopalians through pledges to the Making All Things New Capital Campaign. Its purpose is to challenge congregations to make a difference where they are and to improve the quality of life in and with their communities, to identify pressing social needs and to design strategies to meet those needs.

This is to be done by funding grants, *New Ventures in Community Ministries Grants*, which are meant to be funds to support projects involving new ministries and new visions in the neighborhoods of poverty, in the city, and in small communities and rural areas. These projects (which may include new aspects of existing programs, as well as entirely new projects) are to be do-able, manageable, replicable, and sustainable by congregations. Consideration will be given to projects that serve the poor, the needy, the lonely and disconnected, the aging, children and youth, and the suffering.

MISSION STATEMENT

The mission of the Diocesan Outreach Endowment Fund through the *New Ventures in Community Ministries Grants* is to inspire congregations to dare great things for God by developing new ministries and visions in response to changing social needs throughout the diocese.

The *New Ventures in Community Ministries Grant* Committee established by the Diocesan Council, with the advice and consent of the Bishop and Diocesan Council, shall be responsible for the disposition of the income generated by the Endowment Fund.

GRANT APPLICATION PHASES

Phase I

- Submission of Abstract of the proposed project
- Abstract instructions are found on pages 3 and 4
- Special note: the Abstract should be no longer than three pages

Phase II

- Submission of Formal Application of the proposed project only after approval of the Abstract by the Grant Committee
- Formal Application instructions are included on pages 5 and 6

AWARD PROCESS

1. The Committee will submit its recommendation for approval to the Bishop and Diocesan Council for its advice and consent.
2. Award of the grants will be announced at the Diocesan Convention in November by the Bishop.
3. The Committee will return all Applications and include a letter of explanation to congregations whose Applications are not funded.

AMOUNT OF EACH GRANT

Grant awards will range from a **minimum of \$2,500.00 to a maximum of \$25,000.00.**

1. The one-year Grant will be disbursed to the Grant recipient at quarterly intervals unless otherwise justified by the applicant's spending plan and agreed to at the time the Grant is awarded; provided, however, that Grant disbursements may be delayed and rolled over in the event of reasonable delays in the applicable project relating to the Grant.
2. The Committee will be responsible for advising Executive Director of Finance and Administration Desiree Viliocco of the amount of the award of each Grant and the recommended quarterly allotment, including with respect to any delayed or rolled-over disbursements.

REPORTING TO BISHOP AND DIOCESAN COUNCIL

At the February meeting the Committee will report to the Bishop and Diocesan Council the accomplishments of each program that received an award the previous year.

DISCRETIONARY POLICY SUBJECT TO CHANGE

Whether a grant will be awarded is within the discretion of the Bishop and Diocesan Council. This policy is subject to repeal or modification at any time, in accordance with Diocesan Canon VI.1.

Timetable for Abstract and Formal Application process

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|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Week of June 8, 2020 | The Committee for <i>New Ventures in Community Ministries Grant</i> announces the process for applying for the grants. Application material is available from the Offices of the Bishop. |
| July 24, 2020 | Deadline for submitting Abstracts to the Committee, via the Offices of the Bishop. |
| August 7, 2020 | Notice of acceptance or regret regarding Abstracts. Congregations notified whether or not they should proceed to Phase II of grant application. |
| September 25, 2020 | Deadline for submitting Formal Application. |
| Mid-October 2020 | Committee receives advice and consent of the Bishop and Diocesan Council. |
| Diocesan Convention November 2020 | Bishop will announce the grant awards. Committee notifies congregations that did not receive awards. |
| Mid-January, 2021 | Grant money is available mid-January and distributed upon request. |

PHASE I - ABSTRACT INSTRUCTIONS

Please prepare a two-page Abstract with the information requested in items A-D below. The third page of the Abstract should include the information requested in item E and F below. Final reminder: the complete Abstract must not be more than three (3) pages in length.

- A. Identification of the population to be served and the need/s the project will address.**
- a. Consideration will be given to projects that serve the poor, the needy, the lonely and disconnected, the aging, children and youth, and the suffering.
 - b. The project may serve multiple populations.
 - c. The project may be aimed at working with a specific population and their interrelationships, i.e. if the population is children, the project could cover needs within the family.
 - d. Congregations are encouraged to work ecumenically or with community organizations.
- B. Describe the project and the group that will be developing the project including phone numbers and an email address for the primary contact person.**
- a. Projects need to be developed in concert with those in the population to be served and, if it involves a commodity exchange, the project should also involve a “relationship exchange.”
 - b. The project should encourage a greater involvement by congregations other than just throwing money at a problem. It is hoped that when the ministry being developed is operative, real two-way social relationships will develop between members of the population being served and the members of the congregation.
- C. State who or what group will oversee the project within the congregation.**
- a. A commitment by the Vestry or Bishop’s Committee is required.
 - b. In the case of a project by more than one congregation or organization, it shall be required that the Abstract spells out the joint oversight.
- D. The Abstract should indicate a process for program evaluation and state who will do the evaluation.**
- a. Explain how the project will be evaluated on-site for success, failure, surprise, and areas for improvement.

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E. Outline on a third page the financial, real property, and human resources needed to start and run this project.

a. This list should include:

- total project cost
- amount of grant
- other funding sources
- “in-kind” services
- location of the project
- equipment
- personnel

F. Verify that the congregation is in compliance with all applicable requirements of Canon Law and Diocesan Policies, including but not limited to a current audit.

The Committee will weigh during its deliberations a congregation’s record of compliance with canonical requirements, Diocesan Policies and fulfillment of its obligations to the support of the Diocese.

G. Send Abstract to:

Offices of the Bishop
attn: NVCM Grant Committee
1210 Locust Street
St. Louis, MO 63103

by JULY 24, 2020

PHASE II - SUBMISSION OF FORMAL APPLICATION

Upon notification from the Committee to proceed, the congregation will prepare a detailed Formal Application for a Grant from the *New Ventures in Community Ministries Grant* which is to include:

A. Title Page

- a. List the congregation(s) applying for the grant.
- b. The Grant amount being sought, the project's name, the time period the project will run, and the home base or site for the project.
- c. Name the primary contact for the project and the phone numbers (daytime and evening), mailing address, and email address.

B. Needs Statement

- a. Describe in detail the community being served and the need/s the Grant will address.
- b. Include how and why the community or population was selected and how they were involved in preparation of the needs assessment and the proposed outreach project.

C. Project Description

- a. This section should outline the development of a work plan, including benchmarks that will be used as a guide to implement the project (who, what, where, how, and when).
- b. It should describe the project and estimate the number of people who will be served during the Grant period.
- c. How will the ministry build on and utilize the assets and talents of the population being served and the congregation?
- d. The description should illustrate what commodities are being exchanged during the ministry, the "relationship" ministry which will be fostered, and the anticipated outcomes of the project.

D. Evaluation Plan

- a. Explain how the project will be evaluated for successes and failures.
- b. Who will conduct the evaluation and when and how will the evaluation results be utilized in future management of the project?
- c. The evaluation process must involve looking at commodity and relationship exchange.
- d. **An evaluation report must be submitted to the Committee at the SIX and NINE month intervals.**

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E. Vestry/Bishop's Committee Support

- a. A copy of the Vestry/Bishop's Committee minutes that spells out the congregation's role and long-term commitment in support of the project is required.
- b. If a project is a joint partnership with another congregation, applicants should spell out how they will jointly oversee the project.

F. Future Funding Plans for the Project

- a. Grants are seen only as start-up funds for new (not existing) projects.
- b. However, the Committee may make a recommendation to the Bishop and Diocesan Council to renew a Grant for **one additional year**, but only after a reapplication process.
- c. A major objective of this endowment fund is to inspire projects that can be sustained by congregations. The Application must explain how future funding for this project will be obtained.

G. Budget page

- a. A detailed budget for the Grant must be completed and include the financial and human resources needed to start and run this project. This should include a schedule of the total project cost, amount of the grant request, other funding sources and "in-kind" services.

H. Formal Application must be sent to:

Offices of the Bishop
attn: NVCN Grant Committee
1210 Locust Street
St. Louis, MO 63103

by **SEPTEMBER 25, 2020**