



THE EPISCOPAL DIOCESE OF MISSOURI

1210 Locust Street | St. Louis, MO 63103 | 314-231-1220 | diocesemo.org

March 1, 2021

Dear Clergy, Wardens and Treasurers:

Enclosed you will find the 2021 grant application form for the Church Assistance Endowment Grant Program. Forty-one years ago, \$205,000 was allocated by the Venture in Mission Steering Committee to establish the Church Assistance Endowment Fund. The fund balance is now \$1,059,000 and the Trustees of the Corporation of the Episcopal Diocese of Missouri (COEDMO), who manage this program, use a formula that has allocated \$57,500 for 2021 grants.

The purpose of these grants is to provide financial assistance to congregations for capital maintenance and/or repairs. This financial resource has assisted our congregations with costly and sometimes unexpected projects such as roof repairs/replacements, sewer repairs, and tuck-pointing and has enabled other projects such as painting, refurbishing parish halls, or providing handicap accessibility. Over its forty-one year history, this fund has awarded \$1,114,069.

If your congregation wishes to apply for a grant in 2021, please complete the enclosed application. The Trustees of COEDMO will review applications received by the deadline and make awards based on the fulfillment of the enclosed guidelines. Grants generally require matching funds and are limited to a maximum of \$10,000. A congregation may not receive more than two grants over four consecutive years from this program. Therefore, Church of the Good Shepherd is not eligible to receive a grant in 2021.

IMPORTANT

Please e-mail your application in PDF form to desiree@diocesemo.org by April 15, 2021. It must be sent as one PDF File. E-mails with multiple attachments will not be accepted. Alternatively, you may forward two (2) copies (at least one of which must be unbound and copy ready – single sided and no staples or paperclips) of your completed application to: Church Assistance Endowment Fund, Episcopal Diocese of Missouri, 1210 Locust Street, 3rd Floor, Saint Louis, MO 63103. As always, there is no penalty for submitting applications prior to the deadline. Announcement of grants awarded will be made following the June meeting of COEDMO.

If you have any questions, or need assistance in completing this application, please call me at 314-231-1220.

Sincerely,

Ms. Desiree Brattin
Canon for Finance & Administration



THE EPISCOPAL DIOCESE OF MISSOURI

CHURCH ASSISTANCE ENDOWMENT FUND GRANTS 2021

The Trustees of the Corporation of the Episcopal Diocese of Missouri administer the Church Assistance Endowment Fund and its related grant program.

1. A congregation may apply for a grant, of up to \$10,000, to be used for capital improvements and/or repairs.
2. A congregation may not receive more than two grants over four consecutive years from this Fund.
3. Grants will be awarded based on a completed application. Such application, among other things, will outline the need for the project, its purpose, what sources of funds the congregation will use to ensure funds cover the entire cost of the project, and a future plan for upkeep.
4. Priority will be given to health, safety and accessibility and these areas should be addressed in the cover letter of the application when appropriate.
5. Should the requests total more than the available funds, priority may be given to parishes that have a greater need.
6. Grant recipients must complete the project within eighteen months from the date of award or forfeit the grant. A forfeited grant recipient may re-apply the following year.
7. Parishes shall submit a progress report nine months after receipts of the grant.
8. A request for a project that has already received a grant cannot be submitted again.
9. A request cannot be made for a project that has already been completed.
10. Funds that are not granted will carry over to the next year.

STANDARDS for GRANTS

Congregations applying for a grant must:

- A. Have the ability to generate matching funds for the project. Exceptions may be considered on the basis of need.
- B. Explain the proposed project with documentation to support the cost of the project.
- C. Submit certification that the congregation's accounts have been audited in accordance with National (Title 1, Canon 7, Sec.1 (f)) and Diocesan Canons (Canon 4.8, Sec.1).
[Guidelines for auditing are available from the Offices of the Bishop.]

(A copy of your 2019 audit/financial review and accompanying financial statements must be attached to your application in order for your application to be considered as complete. A 2020 audit will need to be filed with the Offices of the Bishop prior to the release of funds.)
- D. Attach a copy of the current Parochial Report.

(A copy of your 2020 Parochial Report must be included with your application in order for your application to be considered as complete.)
- E. Have paid in full their 2020 assessment commitment and/or present a plan to achieve full payment of their assessment.

**APPLICATION TO THE CORPORATION OF THE
EPISCOPAL DIOCESE OF MISSOURI
for
CHURCH ASSISTANCE ENDOWMENT GRANT – 2021**

Deadline for Receipt: April 15, 2021

Congregation: _____

City: _____

Applications must be completed in full with appropriate attachments to be considered.

1. Amount of Grant Requested (\$10,000 Maximum) \$ _____

2. Total Needed for Project \$ _____

3. Balance from other sources (#1 + #3 = #2) \$ _____

A. Source and amount of matching funds

_____ \$ _____

_____ \$ _____

Total A: \$ _____ (total must equal grant requested)

B. Source and amount of other funds needed (Items A & B must equal #3)

_____ \$ _____

_____ \$ _____

Total B: \$ _____ (total of A and B must equal #3 above)

4. Project Title: _____

5. Attachments Required:

- A. Detailed description and drawing, if available and appropriate.
- B. List of bids (or estimates) received.
- C. Outline of actions your congregation will take to ensure sufficient funds will be available to pay for future maintenance and repair costs.
- D. Most recent financial report of your congregation.
- E. Maintenance plan for major repairs.
- F. Photographs of project needs, if available.
- G. Outline of plans to achieve full payment of assessment, if applicable.
- H. The 2019 or 2020 Audit/Financial Review (A 2020 will be required prior to disbursement of funds if your grant request is approved.)
- I. The 2020 Parochial Report.

Contact Person: _____ Position: _____

Phone Number: _____

Email Address: _____