Episcopal Charities Fund of Southwest Florida Grants

Vision

Episcopal Charities Fund of Southwest Florida exists for the purpose of funding congregation-based outreach ministries and special needs ministries. The Fund may also empower endeavors beyond our Diocese as we live into our vision: *Honor our Tradition, Build for the Future, Mercy in Mission.* Grants are awarded annually by Diocesan Council following recommendations made by the Council on Deacons. The Council announces the awards at the Annual Diocesan Convention.

Mission

The objective of the Episcopal Charities Fund of Southwest Florida is to encourage and support congregation-based outreach programs serving the poor and marginalized among us as a ministry of the church.

These ministries serve the community needs through congregational initiatives as standalone ministries or through partnerships and collaborative relationships with and between our churches and in conjunction with other community-based nonprofit organizations. The Fund recognizes qualified programs in the following categories:

- **Community Outreach Initiatives** that address compelling human needs and the alleviation of poverty in the local community.
- **Special Needs and Emergency Initiatives** that develop within the Diocese of Southwest Florida and beyond in the Episcopal Church.
- **Charitable Endeavors** by administering direct pass-through funds for special projects on behalf of either the Episcopal Church or another partnering non-profit organization in conjunction with the Episcopal Church.

Grant Funding Sources

There are three basic funding sources for Episcopal Charities Fund grants:

- **Interest Income.** It is important to continue to build up our Episcopal Charities Fund account to increase our corpus; therefore a percentage (to be determined annually) of the interest income will be available for outreach grants.
- **Tithe from Bishop’s Appeal.** Each year, a tithe from the annual Bishop’s Appeal is added to the interest income from the Episcopal Charities Fund.
• **Designated Gifts.** Donations made to Episcopal Charities for specific ministries or designated projects.

• **Parish Partnerships.** The Fund will partner with parishes to obtain funding from other granting entities.

**Frequently Asked Questions**

**Q: Who qualifies for ECF Grants?**

A: Grants will be awarded to Congregations in the Diocese of Southwest Florida, Deanery ministries, Episcopal Schools, and other non-profit organizations in partnership with the Episcopal Church. Furthermore:

- The Applicant must be current with its filing of the Annual Parochial Report, Annual Audit, and Annual Apportionment.
- The proposed Outreach Ministry must meet an unmet community need, with an emphasis on serving the poor and alleviating domestic poverty;
- The program must be non-profit;
- The program must be sustainable after the one year grant ends (unless the need of the program has been satisfied);
- The ECF grants are intended to be a onetime funding source per program; however, renewable and phased grants will be considered on a case by case basis;
- The congregation must be invested in the program, i.e., funding, oversight, volunteers, etc.

**Q: What types of programs qualify?**

A: Programs that qualify include, but are not necessarily limited to:

- Homeless services, i.e., case management, daycare centers, laundry, job skills training;
- Eldercare and respite programs;
- Children’s afterschool programs;
- Adult education and literacy training;
- Healthcare screenings;
- Transitional housing;
- Any program that meets a compelling human need, particularly those that give people a hand up rather than a hand out.

**Q: What sort of programs are not funded?**

A: Programs that are not funded include:

- Capital fund campaigns or debt reductions;
• Capital improvements that do not expand capacity to meet compelling human need or mission and ministry need in disadvantaged situations;
• Deferred maintenance;
• Operational budgets other than the proposed program;
• Employee payroll and expenses; specifically new staff positions for the program;
• Debts obligated or incurred before the date of the grant award.

Q: What is the duration of the grants and when are they awarded?
A: The grants will be a onetime award per outreach ministry for the duration of one year, with the possibility of renewal or multi-phased grants considered on a case-by-case basis. The grants are awarded in summer and announced at the Annual Diocesan Convention in October. (NOTE: Grants not disbursed in the 12 months following the date of award are considered null and void. Applicants may reapply.)

Q: Can the grant be awarded to a coalition or partnership?
A: Yes, provided an Episcopal entity is in a principal position and the coalition or partner(s) provide matching funds to the grant.

Q: What is the process for applying for a grant?
A: Steps are:
1. Before the grant award date the Diocese will publish the grant cycle information;
2. Applications must be received by the due date, usually August 31;
3. A preliminary review will be made by the Council on Deacons;
4. The applicant may be interviewed and a site visit conducted;
5. The Council on Deacons will make funding recommendations to the Diocesan Council;
6. The Diocesan Council will approve/decline the application and notify the Council on Deacons of its decision;
7. The Council on Deacons will notify the applicants and advise them on their reporting obligations;
8. At the end of the grant her, applicants will provide a report on how the grant funds were used and provide a financial reconciliation. Unused funds must be returned to the Episcopal Charities Fund of the Diocese of Southwest Florida.

Application Format
Application packets should be submitted on standard 8 ½ x 11 paper, in not less than 12-point font and should include the following:

1. Cover Page. This single page should include:
a. Name of the project for which you are seeking funding;
b. Identification of the sponsoring congregation/organization;
c. Names and contact information for key personnel (please include title, mailing and email addresses, day and evening phone numbers and parish affiliation);
d. Ministry contact, clergy;
e. Ministry contact, senior warden, junior warden, or chairperson (please include title, mailing and email addresses, day and evening phone numbers and parish affiliation);
f. Amount requested for the current grant cycle;
g. Current status of the project for which the grant is applied;
h. Project summary in one or two paragraphs; and
i. Signatures of the clergy and lay leader(s) with dates.

2. **Project Overview.** The application should include, in two pages or less, a narrative of the project that addresses:

   **Goals:**
   - State the long-term and short-term goals of the project;
   - Identify the relationship of the project goals to ECF’s qualified programs
   - Describe the specific ways you hope the project will address human needs and/or alleviate domestic poverty.

   **Description:**
   - Describe the most significant effect you hope will result from the project;
   - Describe the activities involved in the project, including who will implement them and where they will take place;
   - Estimate the number of members of the congregation or the community expected to participate in the project;
   - State the duration of the project;
   - Describe plans for building support to continue the project/Ministry beyond the life of the grant.

   **Project Budget:**
   - The financial resources needed to conduct the project for one year;
   - The financial resources to make the program sustainable after the grant period;
   - Other grants, gifts, or contributions to be applied; and
   - Other related income and expenses.

**Contact Information**
For questions, comments or suggestions please contact Archdeacon Kathleen Moore at 941-556-0315 x989 or 813-785-9400 or email kmoore@episcopalswfl.org.

Please email, mail or deliver your application to:

Episcopal Charities Fund Grants
The Episcopal Diocese of Southwest Florida
8005 25th Street East
Parrish, FL 34219-9405
Attn: Archdeacon Kathleen Moore