The Episcopal Diocese of Kentucky
2021 Mission Funding Application (New & Renewal) for Agencies and Organizations

This application is due on July 31, 2020.

Before completing this form, please be sure to read the Mission Funding Handbook at www.episcopalky.org/MissionFunding.

In completing the application, please be thorough, but please also be concise.

This application packet has the following sections:

Section 1 -- This Cover Page
Section 2 -- Basic Information
Section 3 -- Project Details for New and Renewal Grants
Section 4 -- Report/Evaluation of Current Year's Project (only for Renewal Grants)
Section 5 -- Financial Information
Section 6 - Covenant of Mission Form

PLEASE NOTE:
The GoogleForms version of this application meshes seamlessly with gmail, and we encourage you to open a gmail account to complete the application if you do not already have one. Please contact missionfunding@episcopalky.org to have an application emailed to you. If you do not have access to the technology to complete this application online, please format your responses according to this hard-copy version, which may be downloaded from the Mission Funding web page.

If you are working online and have trouble uploading the documents requested in the Financial Information Section or the Covenant of Mission Form, please either email them or mail them to:
Mission Funding Committee
Episcopal Diocese of Kentucky
425 S. 2nd Street, Suite 200
Louisville, KY 40202
missionfunding@episcopalky.org
SECTION 2
Basic Information

These short-answer questions are designed to provide basic information. Please respond concisely.

1. Sponsoring Organization
2. Project Name
3. Type of Funding Requested (choose one)
   - Evangelism Outreach
   - New Staffing
4. Amount of Funding Requested
5. Project Contact Person. Please provide name, title, address, phone, and email
6. Who will oversee the project?
7. Project Timeframe (implementation through completion)
8. Target Audience
9. What is your organization’s financial commitment to the project? Does the project have other financial partners?

SECTION 3
Agencies & Organizations: Project Details for New & Renewal Grants

Our Diocesan Convention, through approval of a budget, provides funding to the Department of Mission and Evangelism for Mission Funding Grants. These grants are available to congregations and agencies with a clear vision and mission to fund ministry in and for their communities. The grants are meant to provide muscle (finances) for mission. Projects should enhance an entity’s ability to move beyond merely balancing a budget or paying for staff.

Each application will be unique, and project sustainability over time may be a reasonable goal, which may result in requests for funding in subsequent years.

The following descriptive questions follow the Criteria for Mission Funding described in the Mission Funding Handbook, which is available at www.episcopalky.org/MissionFunding.

Again, please be thorough, but concise, in your responses.

A. VISION AND MISSION
1. What is the agency’s Vision Statement?
2. What is the agency’s Mission Plan?
3. Describe how the project for which grant funding is being sought intersects with the Diocesan Vision and Mission goals (see pp 2-3 of the Handbook)

B. CONTEXT
1. Describe your agency’s mission context and how the project grows out of a response to this context.
2. How do you anticipate that your agency will be affected by this project?
3. How do you anticipate that your local context (community) will be affected by this project?
C. DESIGN
1. Clearly identify the project goal(s) and list the activities or events that will help to achieve the goal(s).
2. How will you evaluate the effectiveness of the project? Will any data measurements be part of this evaluation?

D. FUNDING
1. Why is funding assistance needed for this project?
2. If this will be an on-going project, how will the project be funded in the future?

E. INNOVATION (New Opportunities)
1. Describe how the project combines contextual realities of today with new opportunities to move beyond “status quo” toward the implementation of visions for future mission and ministry.
2. Briefly explain how project planning and implementation can be a Diocesan learning experience. How will this be shared with like organizations in the Diocese?

F. RESOURCES
1. What non-financial resources might you find helpful from the Diocese related to this project?

To continue with this application:
- If this is a renewal request, go to Section 4, “Agencies & Organizations: Renewal Grants Project Report”
- If this is a new grant request, go to Section 5, “Financial Information”

SECTION 4
Agencies & Organizations: Renewal Grants Project Report
This section is only to be completed for renewal requests for funding of the same or a similar project as this current budget year. If the agency’s application is for a significantly different project, please only complete the prior section.

We recognize that by the submission deadline of this application, you will have completed only one-quarter of the project year, thus we are simply looking for a "snapshot" of the agency’s results and learnings to date. We are also looking for evidence that you are intentionally working toward greater local support for your project and are engaged in a process of visioning, long-range planning, and goal setting.

Please keep your answers concise while providing information that you believe is important for the Committee to know.

1. Please describe how things are going and if your achieving the goals you intended. In your response, please reference (a) What project-related events and activities have occurred or are planned for the remainder of the year? (b) Who have you reached? (i.e. Your target audience? Another group?) (c) How is this project affecting the life of your agency? Of your community?
2. Please attach any materials (no more than 5 files) related to your response to the question above.
3. Please attach any existing metrics to date (no more than 1 file)
4. What are you learning? Have you had any surprises (good or bad), or unanticipated challenges?
5. Are you using any non-financial resources that may be helpful to other congregations in the Diocese?
6. Have there been any significant changes in your Vision/Mission or Mission Context since applying for the original grant?
7. Have there been any significant changes in the Resources (financial and non-financial) available to you? If so, please explain briefly.
8. If this is a similar (but not identical) project to the previous year, how and why is it different?

SECTION 5
Financial Information
1. Please briefly describe the agency’s annual giving process.
2. When was the agency’s most recent financial review (audit) submitted to the Diocesan Office?
3. Does the agency have any existing debt? If so, what is the amount, and what are the terms of payment?
4. Please upload last year's balance sheet and statement of revenue and expenses, along with this year's budget (income and expense).

SECTION 6
Covenant of Mission Form
This form is available as a direct link on www.episcopalky.org/MissionFunding. It is also available in the Mission Funding Handbook on the same web page. Please complete the form, send it as an email attachment, or mail it to:

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425 S. 2nd Street, Suite 200
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