



WHAT YOU NEED TO KNOW ABOUT GRANTS FROM THE IDAHO EPISCOPAL FOUNDATION

PURPOSE:

Grants from the Idaho Episcopal Foundation are made for start-up funds for new projects, and for equipment or other one-time purchases related to those projects. Grant requests for on-going operating expenses and repairs to church property will not be supported.

WHAT TYPES OF PROJECTS IS THE FOUNDATION INTERESTED IN SUPPORTING?

- ☐ Mission outreach by parishes, the Episcopal Diocese of Idaho or other agencies.
- ☐ Outward-focused evangelism activities by parishes.
- ☐ The establishment of new Diocesan congregations or renewal of existing congregations.
(Must be recommended by Diocesan Council prior to IEF review.)
- ☐ Projects with ecumenical funding support are encouraged.

WHO IS ELIGIBLE TO APPLY?

- ☐ Parishes, missions and other activities of the Episcopal Church in Idaho.
- ☐ Non-profit agencies in Idaho, with documented 501(c)(3) status.
- ☐ Note that final reports and presentations for all previous grants must be completed before a new grant for the ministry will be funded.

GEOGRAPHICAL AND OTHER PRIORITIES

Only projects that will take place within the boundaries of the Diocese of Idaho or directly benefit parishes within the Diocese are being funded. Projects operated by the Diocese of Idaho and its congregations are given priority over those from other non-profit agencies.

NECESSARY ENDORSEMENTS

For parish requests: All requests must include a letter of support from the rector, vicar, or Senior Warden. The contact person cannot write the letter of support.

For non-profit agencies not affiliated with the Episcopal Church: All requests must include a letter of support from a local Episcopal parish and a letter of support from agency's Board Chair or CEO.

All applications require approval of the Vestry of the parish requesting or sponsoring the application.

GRANT APPLICATION

Grants must be requested using a 2022/23 IEF application form. Pay close attention to the guidelines. Ensure that all questions are addressed and all attachments are included. Incomplete applications will not be reviewed. Contact the Foundation office at 208-345-4440 if you have questions about the application or the process.

GRANT TIMELINES

September 1, 2022	Grants must be received by this date.
Early October	Grants reviewed by IEF Grants Committee
Mid-October	IEF Board of Directors makes final funding decisions
Early November	Grants announced at Diocesan Convention, applicants notified
January-December	Funding checks distributed as invoices are received.

2022/23 IEF Grant Application Form

Name and Address of Organization

Name: _____
Address: _____

Phone: _____
Fax: _____
Email: _____

Name and Address of Contact Person

Name: _____
Title: _____
Address: _____

Phone: _____
Email: _____

This request is for the following project, titled:

Check appropriate box and fill in dollar amount

- New program seed money/start up funds \$ _____
- Capital expenses related to program (building, equipment, land) \$ _____
- Other one-time purchases related to program
(excludes on-going operating expenses) \$ _____

Abstract: In 100 words or less, describe briefly this program /project, the specific way in which grant monies would be used, and how it meets your mission statement.

Presented to and approved by Vestry on _____.

Local

newspaper: _____

Address: _____

Phone: _____

Email: _____

Signed by: _____

Date: _____

Name: _____

Title: _____

Return this original page with grant narrative and attachments.

For office use only:

Date received: _____ Application complete Y/N: ____ Approved Y/N: ____

IEF GRANT NARRATIVE

For All Requests: In 3 pages or less, please address the following nine points:

1. *Needs assessment:* Please describe the need for your project. How have you determined the need? Does anyone else in your community provide the same or a similar service?
Is this a new project or is it part of an on-going program? How have you researched the potential effectiveness?
2. *Target population:* Whom will your project serve? How many a year? Geographical area served?
3. *Goals and objectives:* What is the desired end result for this project, and how will you measure what is accomplished as a result of receiving IEF funds?
4. *Methods:* Describe the project you plan to accomplish with IEF funds. Include “who-whatwhen-where-how.” Describe what role volunteers play in your project, as well as staff.
5. *On-going funding:* How do you plan to continue this project after IEF funding? If the project includes salaries or stipends for workers, describe in detail how these will be continued after IEF funds are expended. Note that current employees of parishes or the Diocese of Idaho are not eligible for salaries or stipends from an IEF grant, nor will a grant include funding for salary or stipend for the grant writer/contact person for the grant.
6. *Project Budget:* Provide a brief financial statement covering the following:
 RECEIPTS: Indicate all fund sources for this request and note if funding has been approved or is pending.
 EXPENDITURES: Describe the various types of expenses for the project.
7. *Contingencies:* What events or situations could occur that would impact the successful completion of this project within the one year grant time frame.
8. *Competencies:* How will you make sure this project is carried out properly? Who will be responsible for the project (name and phone number)? Briefly describe the experience your agency and staff have in administering grants.
9. *Reporting:* You are required to present to the sponsoring parish as a whole a report on the activity supported by your grant, either in person or in writing – how do you intend to do this reporting? You are also required to submit a final report to the IEF after all grant funds have been utilized.

The following required attachments are in addition to the 3 page narrative limit:

- *For Episcopal parishes:* Letter of endorsement/cover letter from the Rector, Priest-inCharge, or Senior Warden with approval of the Rector (or Bishop, if currently the Rector). Grant request and letter of endorsement cannot be from the same person.
- *For Diocesan requests:* Letter of endorsement/cover letter from the Bishop.
- *For non-parish requests:*
 - ✓ Letter of support from a local Episcopal church's clergy or Senior Warden.
 - ✓ Letter of support from the chairperson of your Board of Directors or your chief executive officer
 - ✓ Federal Tax Exempt number
 - ✓ List of Board Members

Mailing information:

All grants must be received no later than September 1 of the year in which it is to be considered. Return one original of application, narrative and all attachments to the following address:

Idaho Episcopal Foundation, Inc.
1858 W. Judith Lane
Boise, ID 83705

Or email the application with all attachments to: **foundation@idahodiocese.org**