

## **St. Stephen Outreach Grant**

Revised 9/5/2013

### **GRANT'S PURPOSE**

This is a one time only grant for new outreach programs. This is seed money, not ongoing financial support.

### **WHO IS ELIGIBLE?**

Episcopal Churches operating within geographical boundaries of the Episcopal Diocese of Northwestern Pennsylvania.

### **WHAT PROGRAMS QUALIFY?**

Outreach programs that utilize the gifts we have been given for the mission of the Church in reaching out to the communities of the diocese and beyond in the name of Jesus Christ by helping to address the issues of society as we share in word and deed the Good News of salvation in Christ Jesus. Outreach is one of the Evangelism Ministries of the Church. Emphasis is on outreach programs which foster participant empowerment or which address issues affecting poor and oppressed persons. An additional goal is the active community involvement in outreach ministry of members of the Episcopal congregation requesting the grant within or outside the Diocese.

### **WHAT CAN THE GRANT NOT BE USED FOR?**

#### **Examples of expenditures not eligible for payment with this grant:**

Current ongoing ministries or ministries that are being given up by other organizations;

Maintenance of and/or utilities for church buildings;

Salaries or benefits of staff;

A church's operating budget;

Church in-reach programs, i.e., for those already members of the congregation;

Indebtedness;

Transportation of volunteers to a mission work site;

Capital expenditures -Note: Exceptions to capital expenditures may be considered in extenuating circumstances, e.g. disaster relief projects, construction projects for impoverished recipients, etc.;

Vehicle Purchases;

Attendance at conferences or continuing education -In most cases, expenditures from outreach grant funds for staff or volunteers to attend conferences or continuing education events are not allowed. However, such expenditures may be acceptable if part of a larger request rather than the sole or main purpose of the request. For example, training staff in new skills through a conference as part of program enhancement or expansion is acceptable if the goal of the training is an increased ability to serve the target population.

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### **WHAT ARE THE GRANT CRITERIA?**

1. The Outreach Program must be a new ministry and must extend beyond the church's membership and into the community.
2. The Outreach Program must demonstrate active participation of members of the church congregation.
3. In order to comply with the grant criteria you must acknowledge on all related materials that funding is due in whole or in part to the Episcopal Diocese of Northwestern Pennsylvania. (For example, on business cards, brochures, stationery.)
4. The grant application must be approved by the Vestry/Bishop's Committee and the Rector/Vicar/Priest in Charge or person currently in charge of the church involved.
5. The grant application form must be completed in its entirety in the space provided.
7. Applicants comply and trained in Safeguarding Children and/or God's People or provide documentation of a comparable program.
8. All grant applications should be directed to:

**The Ven. Gail G. Winslow**  
**8 Nathan Street**  
**Warren, PA 16365**  
**ggwinslow@gmail.com**

### **ADDITIONAL INFORMATION.**

1. The grants will be from \$100 to a maximum of \$7,500 per year. Applications for grants in excess of \$2,000 must have matching capital of 25% from their own resources. There will be approximately \$25,000 available each year for disbursement.
2. Grants will be awarded annually at diocesan convention with a deadline of October 1.
3. For the year the grant is used, a copy of that year's audit will be required and forwarded to Gail Winslow at the address above.
4. If funds are not used within one year of disbursement for their intended use; the funds must be returned in full.
5. The source of the funding is Master Group D – Traditional Outreach. The anticipated amount available each year is \$25,000. The Deacons of this diocese review and recommend these grants. Final approval comes through Diocesan Council.

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**GRANT APPLICATION**

**Cover Sheet**

Name of Project: \_\_\_\_\_

\_\_\_\_\_

Contact Person (name, phone number & e-mail): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church and City: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Date: \_\_\_\_\_

**Traditional Outreach Grant Application**

**1. Project Description.** (Feel free to add additional pages using 8.5 by 11 paper.)

Include a typed response to the following:

- a. An explanation of how the project was developed.
- b. A clear definition of the issue to be addressed.
- c. The strategy planned to affect the issue being addressed.
- d. A list of the positions and the number of volunteers who will be directly involved in the implementation of the project.
- e. A description of the population which the project intends to serve (e.g. how many participants will be served; who and where they are).
- f. Indicate how the participants being served will be involved in planning and implementing the project **(if applicable.)**
- g. The goals and specific objectives of the project.

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2. **Budget:** Provide a complete budget, listing all sources of income and expenses of the project. You must use the following form, fill the blocks with your funding sources and expenses.

<b>Revenue: List all sources of revenue across and down</b>	<b>Revenue</b>	<b>Expenses</b>	<b>Totals</b>
Grant			
Donations			
Church Budget			
Other			
<i>Total Revenue</i>			
<b>Personnel Expenses</b>			
<i>Total Personnel</i>			
<b>Operational Expenses</b>			
Examples given below, please use your own categories.			
Program Supplies			
Office Supplies			
<i>Total Operational</i>			

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<b>Revenue:</b> List all sources of revenue across and down	<b>Revenue</b>	<b>Expenses</b>	<b>Totals</b>
<b>Total Expenses</b>			

3. **Budget narrative.** In a narrative form give detailed explanations of all income and expenditures listed in the budget, as presented in the form on the previous page.

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**4. Additional Questions.**

- A. Indicate how the project will be supported after this grant expires.
- B. If this proposal involves the purchase of any equipment, describe how you plan to pay for maintenance and replacement of same.
- C. The ministry we offer in the Lord's name proclaims by deed "the Good News of God in Christ," our Baptismal Covenant clearly asks us to proclaim the Gospel in word as well. Please tell us how your project will proclaim in words the Good News of salvation in Jesus Christ.

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Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
(signature of Rector/Vicar/Priest in Charge/Person in Charge)

\_\_\_\_\_  
(signature of Warden/Clerk)

\_\_\_\_\_  
(name and city of church)

Application submitted by:

\_\_\_\_\_  
(Signature of applicant)

Please print or type below the name, address and telephone number, and e-mail of the applicant or other approved contact person.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_