

## **Episcopal Community Services (ECS)**

### **2016 Ministry Development Fund**

#### **Guidelines for Development or Expansion of Social Service and Health Ministries**

The guidelines are purposely short to encourage creativity and innovation for outreach ministries. Responses should be clear and complete and include concrete data to demonstrate the need and achievability of the proposed ministry. The ECS Board of Directors intends these grants to reflect:

**Ministry programs among poor and oppressed people wherever they are located.**

**Outreach in the best missionary tradition of the church.** The target population should include new people and aim to reach individuals and communities not ordinarily included in the congregation.

**Specify if the ministry is intended to continue after the Ministry Development Fund Grant has expired.** The congregation must address how the ministry will be sustained, including a reasonable plan for on-going funding. Include details of in-kind, volunteer involvement, partnerships, matching funds and other fund requests you have submitted.

**The ministry must focus on one or more of:**

- A) Human rights advocacy**
- B) Human service or health programs (outreach)**
- C) Lay leadership/empowerment program**

If a grant is awarded, the recipient congregation must agree to provide operational, experiential and resource information to other congregations in the Diocese of Northern California and/or the National Church. **Recipients also agree to comply with mid-year and end of year reporting requirements and acknowledge that failure to report will result in loss of eligibility to apply for another grant the following year.**

**Parish/Mission:**

**Mailing Address:**

**City, Zip Code:**

**Phone:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone and E-mail (if different from above):** \_\_\_\_\_

**Federal Identification Number (SSN if individual):** \_\_\_\_\_

**Grant Amount Requested:** \_\_\_\_\_

**Date Funds Are Required:** \_\_\_\_\_

- 1. Congregation Mission Statement, Goals and Objectives:** (Forward a copy of your congregation's Annual Report to Betty Harrison-Smith P.O. 367 Shasta, CA 96087 or E-Mail [bettyharrisonsmith@gmail.com](mailto:bettyharrisonsmith@gmail.com))
- 2. Project Summary Statement:** Describe people to be served, who will provide these services, identify the person in charge (project leader).
- 3. Description of Need:** What is the issue you plan to address? What is your approach? How will the service(s) planned address a specific problem? Have you identified other programs in your congregation or the Northern California Diocese which are similar or complimentary to yours. If so, what did you learn from them?
- 4. Specific Activities:** Include information about service activities and timeline(s) for implementation.

**5. Goals and Objectives for this Request:** Identify a minimum of two goals and describe objectives for each goal. (e.g., Goal: Develop a program to feed the homeless within our parish boundaries. Objective: To provide 25 meals twice per week.)

**6. Evaluation:** How will you evaluate your project? Please be specific. Include anticipated volunteer hours and in-kind contributions.

**7. Budget Information:** Provide a detailed ministry budget, both income and expenses. (Plan to track this data throughout the year comparing budgeted amounts vs actual so the information will be readily available for interim and final reporting.) See attached example.

Applicant acknowledges that submission of this document does not guarantee funding or that funding will be allocated at the level requested. ECS reserves the right to fund any or none of the applications submitted in response to this Request for Proposals. Final contract provisions will take precedence over the information provided in the proposal.

The undersigned hereby affirms that the statements contained in the application package are true and complete to the applicant's knowledge. The undersigned has authority to validate this request.

Signature: \_\_\_\_\_

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

Type/Print Name and Title: \_\_\_\_\_

**Deadline for 2016 Grant Proposals is May 1, 2016.**

E-Mail to: [bettyharrisonsmith@gmail.com](mailto:bettyharrisonsmith@gmail.com)

Or Mail to: Betty Harrison-Smith P.O. Box 367 Shasta, CA 96087

For questions, contact your assigned ECS Board mentor or the above.

**EXAMPLE**  
**Project Budget**

Ministry Name and Congregation: Preparation for *School for St. Swithin's in the Swamp*

<b>Item</b>	<b>Projected Cost</b>	<b>Actual Cost</b>	<b>End of Year Total*</b>
<i>Pump rental (8 hours)</i>	<i>\$800.00</i>		
<i>PVC Pipe to Stream</i>	<i>\$120.00</i>		
<i>Drain Stone</i>	<i>\$737.00</i>		
<i>Soil Fill</i>	<i>\$707.00</i>		
<i>Edging</i>	<i>\$518.00</i>		
<i>Ground Cover</i>	<i>\$219.00</i>		
<i>Sump Pump</i>	<i>\$229.00</i>		
<i>Labor</i>	<i>\$600.00</i>		
<b>Total</b>	<b><i>\$3930.00</i></b>		

**\*Include unanticipated events/expenses here.**