

**Episcopal Community Services Foundation
Diocese of Southern Ohio
Grant request instructions**

Mission: *The mission of ECSF is to mobilize Episcopal churches and institutions into partnerships with their communities to build the courage, commitment, and skill to meet human needs, foster economic and social well-being, and love their neighbors as themselves through Jesus Christ.*

Who may apply? To be eligible, an application must be submitted by one or more Episcopal congregations, institutions, or commissions within the Diocese of Southern Ohio. The project must address a community need within this diocese. The proposal should be written by an Episcopalian, even if it's on behalf of a community non-profit. The commitment of the sponsoring congregation or Episcopal committee is crucial to qualifying for a grant from ECSF.

New this year: We have significantly revised the grant application. The new grant application guides ministries through a cycle of listening to the needs of your community, discerning your gifts for ministry, acting in collaboration with others, supporting the project by prayer and study, and listening to the community again to evaluate the project's impact and opportunities for improvement. It is our hope that this process will strengthen ministries' ability to change the landscape of poverty in their community and gather experience for others across the diocese to learn from.

Visit ECSF's website at www.ECSFsouthernohio.org to see what kinds of projects were funded this year and the range of grant awards. Each project is evaluated on its own merits. You may submit more than one proposal if you have more than one ministry for which you need additional resources to meet a serious community need.

ECSF's board, staff, and grants committee are glad to brainstorm with you if you want to discuss your project plan. Because we communicate regularly with lots of people within and beyond the Episcopal Church who are working on the same issues, we're often able to connect applicants to resource people, other funders, and effective strategies that you could tailor to your situation. Feel free to contact ECSF's Executive Director Ariel Miller at 513-221-0547 or ECSF@eos.net

To be considered, proposals must be received by Sept. 15. We prefer emailed applications: send it to ECSF@eos.net. If you submit a hard copy, the mailing address is 412 Sycamore Street, Cincinnati, OH 45202. We look forward to hearing and learning from you!

What happens once your proposal is submitted? When we receive your application, we will send an email confirmation of receipt. If you apply in September, a member of our grants committee will contact you to set up a site visit. Regular grant awards are made in January based on the success of 's Advent fundraising.

Episcopal Community Services Foundation
Cover Sheet for application for funding in 2012
Please include with narrative

Requested amount: \$ _____

Project name: _____

Please tell us if this project is new ___ or ongoing ___ .

Contact Information and Project Overview

Sponsoring Episcopal church or institution: _____

Address: _____

Phone: _____ fax number _____

Average Sunday attendance: _____

Total operating budget last year (if a church, Line E from parochial report) \$ _____

Total outreach spending from operating budget (line 13 on parochial report) \$ _____

How much is your church or institution contributing to this project from its operating budget
\$ _____ Estimated total of individual donations by parishioners or team members \$ _____

Amount you've raised by special collections or fundraisers \$ _____

Person responsible for this project and follow-up report : _____

Phone number: _____ email: _____

Number of Episcopalians involved in the project as staff _____ and volunteers _____.

Non-profit operating the project (if different from Episcopal sponsor)

Address: _____

Phone number: _____ fax _____

Person responsible for this project (if different from Episcopal contact person):

_____ Contact's email _____

Number of non-Episcopalians involved in the project as staff _____ and volunteers _____.

Non-profit's total operating budget for its last fiscal year: \$ _____

How much is this agency budgeting for this project this year? \$ _____

How many people does the agency expect to serve this year? (all programs): _____

Total number of individuals you expect to serve in 2012 through this project _____

(Please count each person just once, even if they come several times a year)

If you are currently applying to any other funding source affiliated with the Diocese of Southern Ohio for this project, (such as the William Cooper Procter Fund or the Commission on Congregational Life), please state the name of that fund and the amount requested. We will discuss with you which source is the best fit for your project. Applying to more than one diocesan funding source in the same year is not encouraged.

Funder: _____ Amount: _____

Project Narrative

Please keep your answers within 5 pages of 12-point type.

1. Describe the need that you're addressing:

A. Input from those affected: *Tell us what the people you hope to serve have told you about the difficulties they face.*

When you asked them how your church or institution can make their situation better, what did they suggest that fits the talents and resources your group can offer?

B. Input from other service providers: *Please consult at least one other service provider working on this problem in your community. Tell us the ways they think your church or institution could strengthen the community's response to this need, given the skills and resources you have.*

2. Describe the ministry you have designed to meet this need.

A. What services will this project provide? Tell us what you will do and on what schedule (*i.e. pantry services four days a week, weekly homework club*). If you can quantify the volume of services you expect to provide (such as meals served or meals' worth of groceries), include your projection here.

B. What is the specific improvement you are trying to bring about by providing this service?

C. What evidence do you have that the project can accomplish that goal?

D. Tell us about any steps your congregation or institution is taking to address the underlying causes of the problem. This includes people beyond the team providing the direct services you've described above. *Examples include GED tutoring, referral, helping people apply for food stamps, educational forums, media outreach, or advocacy.*

3. Tell us about your parish's or institution's investment in this ministry:

A. What will your members do?

B. What relevant skills and experience do they have?

C. How do you use prayer (including Sunday worship) and Bible study to support and shape this ministry?

D. If funding for this project is not included in your operating budget, why not?

E. What other resources will your church or institution provide (such as space or in-kind donations)?

4. How does this ministry embody God’s call to which your church members respond in the Baptismal vows: to seek and serve Christ in all persons, loving them as yourselves, and to foster justice, peace, and the dignity of those you serve?

5. How will you find out whether the project is improving conditions for those you serve?

A. Describe how you will interview a group of the people you serve and other service providers tackling this need with you, to get their feedback on the effectiveness of your ministry.

B. Describe the other information you will collect to measure your program’s impact. *For example: number of GED graduates, number of homeless families regaining stable housing, number of people participating in cooking or nutrition classes.*

6. Describe what you are doing to inform the wider community of the need, engage them in responding, and share successes. *Examples include workshops, guest columns, news releases, your church website, YouTube videos, Facebook posts.*

7. Please enter the income and expenses for this project on the attached Project Budget form. If your church or institution is providing in-kind support, be sure to include that in the space below line 23, “Total Project Expenses.” Add the sources and value of other in-kind support there as well.

If you need to explain any of the line items, please add a page with budget narrative.

Thank you for taking the time to tell us about your ministry! If you receive a grant, we’ll ask you for two short reports that will help us share your experience with other churches. The first is a narrative report on the feedback you get by interviewing the people you serve as well as other service providers. What do they find valuable and what changes do they recommend? If you apply for a subsequent grant for this project, their answers must be part of the proposal, under questions 1A and 2C.

The second is a set of statistics that we can add up across all the grantee programs meeting the same need as yours. We will work with you to make sure these are useful but not burdensome to collect. The statistics are due after the end of the grant year.

Thank you for taking the time to tell us about your ministry.

Project Budget - ECSF Grant Application

If the project will be started up next year, just leave the current year column blank. Add an extra sheet if needed for more line items or explanations.		current yr budget	projected (next yr.) budget
1	SOURCES OF INCOME		
2	Sponsoring Congregation (financial support)		
3	ECSF (Enter the 2009 grant if you received one, and the request for 2010)		
4	Other sources of support (e.g. foundations, individual donations, etc. - please list)		
5			
6			
7			
8			
9	TOTAL SUPPORT	\$	\$
10			
11	EXPENSES*		
12	Staff Salaries		
13	Payroll taxes and fringe benefits		
14	Space Rental/Lease		
15	Utilities		
16	Insurance		
17	Supplies		
18	Equipment (Copier, etc.)		
19	Other (please itemize below)		
20			
21			
22			
23	TOTAL PROGRAM EXPENSES	\$	\$
24	Please list below any in-kind support you have, giving the source and type of support. For example: "Shared Harvest Food Bank, free commodities." If you can estimate the cash value of the contribution, show that amount in the right column.		
25			
26			
27			

*If only a portion of your staff, space, utilities and supplies are used for this project; show only the prorated share. For example, a staff person who earns \$30,000 and spends half of his or her time on this project would count for \$15,000 in line 14. If your budget is prorated in this way, please attach a note explaining how you calculated the figures shown.