

**Department of World Mission
Episcopal Diocese of Texas**

Ministries and organizations requesting a grant from the Department of World Mission of the Diocese of Texas shall submit:

- 1) Part I -- a Summary Grant Application,
- 2) Part II -- a brief written proposal as outlined below, including a recent revenue and expense statement of the organization that will receive the grant (or a financial statement of the parent organization that controls the grant-seeking organization).

Please read Part III, Policies for Reviewing Grant Proposals

Deadlines for proposal submittal are April 1 and October 1. ***Please note that we cannot accept grant requests that do not include both Parts I and II.***

Proposal requests shall be typed on single sided pages, and mailed or submitted electronically (preferred) to the following address:

**The Reverend Dr. Carol Petty
Episcopal Diocese of Texas
PO Box 2247
Austin, Texas 78768-2247
cpetty@epicenter.org**

Part I -- Summary Request for Grant Application

(Note: All questions apply to the organization that will receive and administer the grant funds.)

Organization:

Address:

Contact person:

Telephone:

Email Address:

1. Dollar Amount of Grant Request: \$ _____

2. Has the organization received previous funding from the Diocese of Texas World Mission Board? Yes _____ No _____

Amount:

When?

Has a report been submitted to the Department of World Mission to explain use of previous funds granted? If yes, by whom?

3. Is the recipient organization a U.S. chartered 501(c)3 corporation, or is it connected to a U.S. based 501 (c)3? Yes _____ No _____

4. Is this an Episcopal/Anglican initiative that is related to a diocesan institution, an Episcopal/Anglican congregation, or a related ministry in the country where the ministry/project will be done? If yes, explain. If yes, does this project have the approval and support of the regional bishop or other local Anglican or Episcopal authorities?

5. In what diocese of the Anglican or Episcopal Church is this project located?

6. Is there a connection with an Episcopal institution or congregation in the United States? If yes, explain.

7. Brief Summary of the ministry/project:

8. How would this grant enhance the intended project or program of the ministry or organization?

9. If the grant is approved, can the check be made payable to the organization listed above and mailed to the above address? If no, please provide all information necessary to transmit the funds.

10. Is the recipient or administrator of the funds the actual organization carrying out the proposed project or work? Yes _____ No _____ If no, explain the relationship of the recipient and the project organization:

Authorized Representative Signature:

_____ Date: _____

(For use by World Mission)

Chair Signature: _____

Authorization Date: _____

*****Should your application be approved, the World Mission Board expects you to share your mission story following the Communications Customary found on page 6 of this packet.**

Part II -- Written Proposal Outline

In a written proposal, not to exceed three pages of narrative, include the following points:

1. Outline the **goals and objectives** of the intended ministry or proposed project, including the persons to be served and the time frame.
2. State the **total amount** needed for the proposed project.
3. What amounts are being requested, or have been received, for this project from **other sources**?
4. If the proposed project is supported by, or endorsed by a U.S. based Episcopal congregation, is there a significant financial role or volunteer or other in-kind contributions provided by that congregation(s)?
5. Please provide the proposed operational **budget** for the ministry/project, including:
 - a. all potential or received funding for this project;
 - b. all the expenditure items, and **which items in particular would be underwritten by the World Mission grant**;
6. Are **other organizations** or ministries providing the same or similar services in the area to be served? If yes, describe briefly.
7. Describe how the project will be **evaluated and reported**. Evaluation should include a description of how the objectives were accomplished. (A grant is awarded only if you agree to send a copy of the evaluation report to the DOT World Mission Board.)
8. What oversight will be in place to ensure the **proper use** of the funds?
9. Please provide the following information about the organization that will receive the grant:
 - a. The **history** of the organization.
 - b. Separately and in broad categories, the total revenue and expenditures of the project organization or the recipient organization.
 - c. Indicate if the organization is part of a larger **network or a stand-alone** organization.
 - d. List the **names** of the persons having a direct relationship to the intended ministry or project, plus those serving on the Board of Directors or in leadership positions.

State the name of the principal American contact, if applicable.

Part III -- Policies for Reviewing Grant Proposals Submitted To the Diocesan Department of World Mission

1. Although the church's aim is to build up God's Kingdom, the specific purpose of these grants is to meet human need, and not to pursue direct, evangelistic objectives or goals. A successful proposal will show how the funds will enhance the quality of life of persons outside of the United States. These grants aim to enhance human development in economically impoverished regions, especially as it relates to the Millennium Development Goals (MDG's).
2. Organizations submitting grant proposals must submit Parts I and II: Summary Grant Application and a Written Proposal Outline, and the requested financial information.
3. The Diocesan World Mission board will exercise due diligence to ascertain that there will be sufficient accountability and oversight of any funds granted, either by the onsite supervisory organization, a diocesan office, or a judicatory overseeing the ministry/project.
4. Maximum grant funds to be awarded are \$3,000 for the first year and not more than half of the first grant for a potential second year grant, if applicable or deemed advisable. Second year funding will **not** be considered without an evaluation report of the project.
5. Typically, no grantee will receive more than two years of funding. Applications for additional grants from organizations which have already received funding might be considered, provided that there is at least a two year lull period between receipt of the previous grant and the new request. **Additional requests by an organization must be for a different project than was funded in the past.** Proposals from organizations which have received past funding will be considered a lower priority than those from organizations submitting for the first time.
6. Grants are not available for salaries or support of US missionaries abroad, although funding for specific programs may be considered if they meet our funding criteria.
7. These grants are not intended to assist in funding normal church or diocesan operations.
8. Preference will be given to projects that are receiving substantial funding from other sources.
9. Proposed grant applications will be reviewed by the assigned Grant Review Subcommittee of the World Mission Board.

10. Grant proposals may not be directly submitted by members of the World Mission Board.

11. Board members should disclose any relationships or direct interest they might have with an organization submitting a grant proposal to the World Mission Board.

Depending on the proximity of the relationship, a board member might be asked to not be present when the vote takes place, or even asked not to engage in discussions regarding the grant proposal in question.

12. Preference will be given to projects addressing the **Millennium Development Goals**, listed below. Go to http://www.episcopalchurch.org/3577_77871_ENG_HTM.htm for further descriptions of the MDGs

13. Priority will be given to projects that have an Anglican or Episcopal relationship and are supported by the local bishop.

The eight Millennium Development Goals (MDGs) are:

Goal 1: Eradicate extreme poverty and hunger

Goal 2: Achieve universal primary education

Goal 3: Promote gender equality and empower women

Goal 4: Reduce child mortality

Goal 5: Improve maternal health care

Goal 6: Combat HIV/AIDS, malaria and other diseases

Goal 7: Ensure environmental sustainability

Goal 8: Develop a global partnership for development

Sharing Stories Guidelines

The World Mission Board is grateful for your faithfulness to the gospel call to mission in our world. Mission is about the building of relationships and part of building relationships is sharing stories. We ask that you join us in sharing stories through communicating about your mission work. Following this customary will facilitate prompt and effective communication through our Diocesan Office and the World Mission Board.

Prepare a press release with a story and photo within a week of returning from a trip or completing a project. (It is important that this happen very promptly).

Send this press release and photo to:

Carol Barnwell, Diocesan Director of Communication at cbarnwell@epicenter.org

Meredith Holt, World Mission Board Representative at

rector@gracechurchgalveston.org

See appendix for suggestions on what to include.

Engage with social media while on your trip or during your project.

Post items on Facebook and tag the Episcopal Diocese of Texas

Tweet on twitter using @texasdiocese and the Bishop's hashtag @texasbishop

Upload photos to Instagram using @texasdiocese

Consider shooting video, recording audio on a digital recorder, and inviting a photographer to join you. Audio and video gives the people in your photos the opportunity to share their voice. These combined with great photos can be put together in a video to share with others. (Please stabilize your video/audio).

Remember to ask permission to share photos/videos/recordings and in them to not identify anyone under 18 by name.

Before your trip or project we highly recommend contacting Carol Barnwell, Diocesan Director of Communications (cbarnwell@epicenter.org or 1-800-318-4452). She will give you great tips and suggestions for sharing the story.