

## **Project Description Example (actual application, Trinity Marshfield, MA)**

*The following is provided as an example of how one church thought about each of the questions in the Project Description, and articulated quite well how their congregation is approaching their mission relationship. You can see clear examples of each of the Elements of Healthy Mission.*

In the following page(s), use the following questions to describe in detail the project for which funding is sought, including the needs or opportunities the project is intended to address, project methods, anticipated staffing, time frame and benchmarks, and provisions for management and financial oversight, including specific goals, anticipated outcomes and measurement against goals.

### **13. Project Narrative (no more than 3 pages, single-spaced. Please maintain at least the 11 point font.)** *(Each section will expand automatically to accommodate typed information)*

- A. Describe the experience of your congregation (or organization) with local mission in or around your community. Is this relationship ongoing?

Trinity Church has a rich history of serving its congregation and community. Its local mission focus serves the residents of Marshfield and neighboring South Shore towns in many ways. Examples include: Marshfield Community Christmas; Marshfield Food Pantry; Outreach, Inc. (food packing for local food pantries); Carolina Hill (family homeless shelter); and Sowing Seeds (providing clothing, transportation, legal advocacy, and housing to local residents). Also, over the past 5 years, Trinity youth have been involved in various mission trips in collaboration with the interfaith churches in Marshfield. These trips have focused on activities in underserved regions within the United States. As a key example of its commitment to the community, Trinity owns and operates Steeple School, a secular, early childhood education program that has enriched the lives of thousands of young children and their families for over fifty years.

- B. With respect to this grant application, with what congregation and/or community are you in relationship? Where are they located? Describe how you selected your partner(s). What is the current nature of your relationship?

We are developing a relationship with the Social Development Projects Committee of the Diocese of False Bay, in Cape Town, South Africa, with a particular focus on the rural areas of the diocese. Several missionaries will travel to South Africa in August, 2016 under the guidance and sponsorship of the dioceses. The trip will be led by Reverend Noble F. Scheepers, Trinity Church Rector, who is a native of Cape Town, and who was ordained in South Africa in 1992 by Archbishop Emeritus Desmond Tutu. Reverend Scheepers was the chairperson of the Early Learning Development Organization, Cape Town, in 2007 & 2008. Their primary focus was funding teaching resources for treating the Fetal Alcohol pandemic, as well as training teachers where health-care and education were lacking in the rural areas. Noble's sister, Avril Cupido, is the director of the Early Learning Center, and has welcomed our interest in an effort to show a greater awareness of this pandemic. The missionaries are: Rev. Noble and his wife Angela (who was/is a missionary with the Jerusalem Diocese); Lynne Miner (Education Director of Steeple School) and her husband, David; Sandy Sutherland, Trinity Senior Warden; Marilee Comerford, LEM and ministry leader (and inquirer in the ordination process); Margaret Farrell, LEM at Trinity; Shelby Connell, Steeple School staff, and her daughter Devon.

- C. Please describe the circumstances of the people directly served by the project.

Our primary focus is on the needs of young children and their families where grave health, social and economic conditions contribute to a culture of intense poverty in and around Cape Town. Among the most pressing issues are the Fetal Alcohol Syndrome (FAS) pandemic, gender-based violence, inordinately high unemployment rates, and lack of quality education. Notably, South Africa, and in particular the western and northern Cape provinces, endure some of the highest FAS

rates in the world. This historically and culturally embedded affliction is arguably one of South Africa's most significant and tragic public health issues. The wide-ranging effects of FAS are devastating not only in terms of the incurable birth defects manifested among thousands of children, but also in terms of the social, cultural, and economic toll on families and communities.

- D. Describe the nature of your planned activity together.

Our primary focus will be on creating a relationship with the False Bay Dioceses, by traveling to Cape Town, and by observing and working to understand the culture of South African children and families, their joys, needs and challenges. We will work with the dioceses to identify ways in which we can more fully embrace each other's cultures, celebrate our mutual joys, and help share the burden of those needs and challenges. We are going on this trip to observe and help to strategize a long-term plan. The diocese will help us determine a time-line, but mostly to establish an ongoing collegial relationship. Bishop Alan Gates had a mission relationship with the False Bay Diocese in his previous diocese, and collaboration with him and Bishop Margaret will help as we determine the "tools and techniques."

- E. Describe the ways in which this mission relationship benefits both you and your partner.

Our intention is to build a sustainable relationship with our partner that will facilitate a long-term commitment to helping to serve the citizens of the Cape Town region. Establishing a relationship with the dioceses not only allows us access to those in need, but helps us to better understand those needs, and respond in ways that are informed, productive, and culturally appropriate. While our sincere hope is to make a difference in the lives and well-being of those children and their families by supporting the work of the dioceses, we will be successful only to the extent that we can help our partner be successful. The benefit to Trinity Church is the opportunity to expand our mission work beyond the borders of our local community, and to help ease the burden of those in need in the spirit of Christian love and brotherhood.

- F. How is your sending community involved and integrated with your mission work?

Trinity has invited the sending community to participate in our mission, either by traveling as part of the group, or by donating to and/or supporting our efforts. Trinity recently sponsored a "South African Day" event that was well attended by Trinity members and the community. Proceeds from the event will be used to help support the mission. Trinity will continue to solicit support, and encourage involvement from the community through these and other types of programs. We will also foster community involvement through the ongoing work of Steeple School, which will build a global curriculum based, in large part, on our mission experiences. The Steeple "family" represents an important part of our sending community, and will help to sustain our emerging goals through participation in ongoing school-based activities well into the future.

- G. What is your relationship with the local Anglican/Episcopal Diocese of your partner?

Noble, a Cape Town native, previously planned youth mission trips to Australia and England when he was in the Cape Town Diocese. Bishop Margaret has had a ministry relationship with Noble since 1980. She was one of the bishops present at the consecration of Bishop Gates. Noble, as priest and chaplain, will conduct a prayer service for the congregation and missionaries before and after the trip, as well as plan daily devotions and counsel during the trip.

- H. With what other people or organizations are you collaborating (both here and abroad)? Describe the nature of your collaboration. With whom would you seek collaboration?

Trinity Church is partnering with Grace Chapel Episcopal Church in Brockton, MA through the Mission Hub, endorsed by the Diocese of MA. 2 youths, ages 15 to 18, and their youth leader will travel to Cape Town as part of our mission group. Also, as discussed earlier, we will partner with Steeple School, which has provided an early childhood education program as a state-licensed preschool since 1963. Steeple is a highly regarded organization with a long-standing tradition of excellence in serving children and their families. Steeple has been a tireless advocate for children

with a wide range of learning, social and emotional challenges, as well as an important resource and source of support to their families. Steeple brings to the table a wide range of experience in understanding and addressing significant challenges faced by its community's most vulnerable citizens, and working with parents and families to understand and cope with those issues. We are confident that Steeple's inclusion will bring credibility and value to the mission partnership. As part of the mission, we will work with our mission partner to identify early childhood programs in the Cape Town region with which Steeple staff may visit, and establish a dialogue aimed at building a long-term sustained relationship.

I. How will you ensure that resources are being used as intended?

The resources generated to support this mission are collected, carefully tracked and disbursed by Trinity Church Treasurer, Paul Comerford, with collaborative oversight of all mission-related expenditures from the Rector, Senior Warden and Vestry. The receipt and use of these resources will be recorded using the same accounting methods routinely employed by the church, and a comprehensive financial report on the mission finances will be published at the end of the grant period. All mission participants share accountability for ensuring that the resources generated are used only as intended.

J. How will your mission work promote growth and independence in your partner community?

It is our expectation that the "tools and techniques" to be developed and executed in concert with the work being done by our mission partner will, by design, promote greater independence and growth among the children and families in the Cape Town region. However, as our initial focus is primarily on observing (cultures, needs and challenges, and current approaches), it is difficult to specify which tools and techniques we will ultimately employ. Regardless, we recognize that no approach can be sustained over time unless that approach fundamentally encourages and supports empowerment and greater independence among those in need.

K. What are your plans to make the improvements you have made together sustainable over the long term? How will local capacity be developed?

We will explore and discuss the sustainability of our efforts with our mission partner, and focus on building into our collaborative initiatives methods for ensuring their long-term viability. We offer 2 examples of long-term viability in the work that we currently do as a congregation. First, Trinity's long history of local mission work represents our commitment to sustained service at home, and we fully anticipate that the integration of an international focus in our congregation's mission work will enjoy the same long-term success. Second, the long-term viability of Steeple School's efforts in supporting the community is evident throughout its 50 year history.

L. How will you measure the success of your mission work?

Our success will be measured both objectively and subjectively, and will consider a number of possible approaches. For example, objective measures may include, but not be limited to, the use of such instruments as participant surveys (administered to mission participants, representatives of our mission partners, and members of the Trinity congregation), focused on identifying the relative success of meeting identified objectives. Subjective measurement may be accomplished through observations and reporting by the same parties, as well as recipients of support and services. Those vehicles may include, interviews, letters, and other testimonials. In addition, a year end report will discuss our relative successes (as well as any shortcomings), incorporating the methods discussed above.

M. General narrative- what else should we know about this project that you haven't told us?

Year 1 Goals: (a) Establish a foundation, and define the scope of a relationship with our mission partner; (b) Become oriented to the culture, joys, needs and challenges of those children and families served by our mission partner; (c) Discuss and observe our partner's approaches to addressing its community's needs and challenges; (d) Dialogue with our partner around supporting

and sustaining those approaches; and (e) Plan for the long-term provision of resources and assistance to our partner that will help support their ongoing efforts.

## Financial Information

Provide a detailed budget for the year, broken down by function and/or expense area and by time. List the amounts of funds donated from other sources, including their names and contact information. Include contractor estimates for all proposed capital expenses (e.g., costs of proposed buildings and equipment). Identify the budget items for which grant funding is being requested. Use this page as a guide. (Tab in the bottom right block to add additional lines to each table.)

### 14. Available/anticipated project funding, including requested Matching Grant funds:

Source with contact information	Amount in U.S. dollars
Requested grant funds (from #10)*	\$10,000.00
Matching grant funds (combined participant contributions & fund raising)	\$10,000.00
Additional fund raising revenue – efforts TBD	\$ 5,000.00

Total available funding: \$ 25,000.00

### 15. Itemize project infrastructure expenses (one-time start-up costs for site and durable equipment):

Item	Amount in U.S. dollars
One-time expenses associated with materials & supplies as direct donation to mission partner (TBD)	\$4,000.00

Total capital expense: \$ 4,000.00

### 16. Itemize project operating expenses (consumables and day-to-day ongoing costs) in order of priority:

Item	Amount in U.S. dollars
Air Fare	\$15,000.00
Lodging & Food	\$ 5,000.00
Ground Transportation	\$ 1,000.00

Total operating expense: \$ 21,000.00

**TOTAL PROJECT EXPENSES (15+16)\*\*: \$ 25,000.00**

\* Grant funds should not exceed 50% of Total Available Funding

\*\*Should equal #14 Total Available Funding.

**Note: We are currently awaiting a final budget from the Dioceses of False Bay, and will finalize and forward our mission budget upon receipt.**