

The Episcopal Diocese of Massachusetts

Simple Acts of Stewardship:

A Green Grants Initiative

Working Together

in

Simple Acts

Appreciate/Celebrate

Teach/Learn

Plant/Harvest

Recycle/Conserve

The Episcopal Diocese of Massachusetts

138 Tremont Street

Boston, MA 02111

WWW.diomass.org

617-482-5800



Oh Lord, how manifold are your works!

In wisdom you have made them all; the earth is full of your creatures.
Yonder is the sea, great and wide, creeping things innumerable are there,
living things both small and great.

There go the ships, and Leviathan that you formed to sport in it.

These all look to you to give them their food in due season;

When you give to them, they gather it up;

When you open your hand, they are filled with good things.

When you hide your face, they are dismayed;

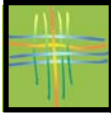
When you take away their breath, they die and return to their dust.

When you send forth your spirit, they are created;

and you renew the face of the ground.

May the glory of the Lord endure forever; may the Lord rejoice in his work.

Psalm 104 (24-31)



Overview

The objective of the Green Grant Initiative is to encourage, challenge and support all the congregations of the diocese in environmental stewardship. Congregations are invited to participate in one or both of the Green Grants programs: *Simple Acts of Stewardship* and *Green Improvements Grants*. Simple Acts support congregationally or community based programs that foster environmental appreciation, education and conservation, while Green Improvements assist congregations in purchasing energy saving equipment and supplies. The following is the application for *Simple Acts of Stewardship*. The application for Green Improvements Grants is posted separately.

SIMPLE ACTS of STEWARDSHIP

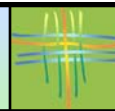
Whether a congregation is ready to undertake a Green Improvements Grant or not, all congregations can participate in Simple Acts. Simple Acts is a new stewardship initiative focusing on the environment and conservation **that is built on appreciation of and gratitude for blessings.**

Simple Acts seek to support locally based projects that build a positive connection with the natural world. Simple Acts of Stewardship are those activities or programs that celebrate God's creation, conserve natural resources, teach environmentally responsible practices and plant a life-long commitment to the environment. The goal of the Simple Acts is awareness of the balance of nature and of the role that each of us can play in preserving or destroying that balance in our everyday decisions.

Projects ranging from adult formation to church gardens are eligible for funding with a Simple Acts grant. Of particular interest to the Simple Acts program are those ideas that church members can also implement at home, at work and at school. Advocacy of local, state and federal environmentally responsible legislation is a desired outcome of the Simple Acts program, as well. For some congregations, Simple Acts may require financial support while others cost nothing. Some projects save congregational operating expenses and still others raise funds. For examples of projects suggested by some of the congregations of the diocese see the *Thanks For Asking* found on pages 8-10.

- Simple Acts involve sharing stories and ideas. All congregations can participate in the Simple Acts of Stewardship by sharing their stories of their green projects and by serving as resources for other congregations. Congregations are encouraged to share the successes of existing programs and to consider new projects for environmental stewardship. Stories, data and, of course, pictures are most welcome.
- With gratitude comes action and sharing. Congregations raising or saving money through their Simple Acts are encouraged to contribute to the Green Grant Initiative both with their creative ideas and with some of the proceeds or savings from their projects. Your donations will do even more for the Green Grants Initiative because the first \$50,000 of donations to this initiative will be matched dollar-for-dollar with the Diocesan Annual Fund for *Simple Acts of Stewardship* and *Green Improvements*.
- Congregations may use the application form in this document to apply for Simple Acts funding to defray the cost of their program. Although most *Simple Acts of Stewardship* grants will be under \$500, the committee will consider larger requests for appropriate programs. Congregations wishing to apply for funding must identify an Environmental Contact for the congregation, have good ideas to be funded and shared, and complete the application on pages 2-7.

The Diocesan Annual Fund and your generous contributions to the Green Grant Initiative are the sources of funding for this program.



For purposes of the Green Grants Initiative, “congregations” include campus ministries, chaplaincies, deaneries and parish partnerships, as well as parishes and missions of the diocese. The diocesan staff administers the program and welcomes the opportunity to work with potential applicants in all aspects of its process. The diocesan staff and committee of ten from across the diocese will review applications and award support.

Contact Information

Whether you are sharing your story, making a donation or applying for funding, please contact the Rev. Karen B. Montagno at KMontagno@diomass.org or at 617-482-4826 ext. 413 with questions and comments.

Completed applications are due at the diocesan offices on or before November 1, 2010.
Please send or email completed applications and the supporting materials to::

Green Grants Initiative	or
Attention: The Rev. Karen B. Montagno	Email: KMontagno@diomass.org
Episcopal Diocese of Massachusetts	Subject line: Simple Acts
138 Tremont Street	
Boston, MA 02111	

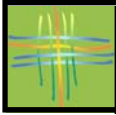
Application Format

Application packet, submitted in not less than 12-point font, emailed as Adobe 7(.pdf) or MSWord 97compatible attachment or mailed on standard 8½” x 11” paper. The document shall include:

A. Cover Page. A single page shall contain identification and contact information, in addition to a brief description of the project.

Please include all of the following information on the cover page of your application:

1. The name of the Program for which you seek funding and, please identify as Application for “SIMPLE ACTS” Grant.
2. The name of all the congregation sponsoring the program. If two or more congregations are collaborating on the project, please identify which of the congregation will administer the grant funds.
3. The key Environmental Contact Person in each congregation (Please include US Postal address and email addresses, day and evening phone number and parish affiliation).
4. The congregational contacts, clergy of each participating congregation. (Please include email addresses, phone number and parish affiliation.)
5. The congregational contacts, Senior or Junior Wardens of each participating congregation. (Please include email addresses, phone number and parish affiliation.)
6. The amount requested for the current grant cycle.
7. Program summary in one or two paragraphs.
8. Dated signatures of the clergy and lay leader or emails from each acknowledging congregational participation must be included.



B. Two-Page Program Overview. The application shall include a two page narrative of the program that shall address:

1. Goals
 - a. Describe the goals of the program. What specific needs will the program address?
2. Description
 - a. Describe the specific ways you hope the program will transform participants, facilitators, your congregations, community, deanery, etc.
 - b. Describe the specific activities involved in the program. Include who will implement them and where they will take place.
 - c. Estimate the number of members of the congregation(who will participate in the program.
 - d. State the duration of this program.
3. Evaluation
 - Describe the key features that will be used to evaluate the success of the program. How will information be collected on these features?
4. Support
 - a. State the financial resources needed to conduct the program for one year.
 - b. Describe the non-financial assistance necessary to conduct the program for one year.
 - c. Describe the effect of partial funding of your grant request.

C. Program Budget. Using “Program Budget” template on page 4., describe your program’s financial story in the context of your congregations’ budgets. include all other grants, gifts or contributions to be applied to the proposed program. List all other income and expenses related to the proposed program. Identify all in kind services available for the program.

D. Checklists. Applications shall include both Checklist A (page5) and Checklist B (page6) for each congregation that will participate in the proposed program.

E. Supporting Documents. Copies of the following information shall be included with the application:

Required:

- a. The congregation’s most recent annual report.
- b. The congregation’s 2009 and 2010 budgets.
- c. Income and expense reports for 2008 and 2009 including operating and non-operating accounts .

Program Budget

<i>Income</i>		Cash	In-Kind
	Diocesan Grants		
	Other Grants (from all sources for this program)		
	Secured Grants		
	Pending Grants		
	Fee for service		
	In kind contributions		
	Fundraising		
	Congregation's Contribution		
	From Annual Budget		
	From Bequests		
	Other income for program		
	Total Program Income =		
<i>Expenses</i>			
	Personnel		
	Telephone & utilities		
	Training		
	Insurance		
	Printing / duplicating		
	Supplies		
	Materials		
	Transportation		
	Rent		
	Other expenses		
	Total Program Expenses =		

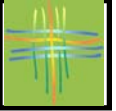
****Please identify each grantor, amount and restrictions on secured grants. In the case of pending grants, please identify the potential grantor, amount requested and granting date (approx.). Please use additional pages if necessary.**

Checklist A

required for all applicants

Please indicate which your congregation has done during the past year or 18 months?
 20 practices that often contribute to long-term congregational vitality
 (It is not necessary to complete all of these to receive funding.)

	<input checked="" type="checkbox"/>	Name of congregation:	Location:
1		Mutual ministry review of/by vestry and clergy	
2		Vestry goal-setting	
3		Vestry review of progress on goals previously set	
4		Creating or revising a parish mission or vision statement	
5		Creating or updating a long-range parish plan	
6		Obtaining or studying a demographic profile of our ministry area (such as a Percept profile)	
7		Obtaining an independent audit of our books	
8		Graphing and tracking our average Sunday attendance over at least the last ten years	
9		Creating or revising a comprehensive parish profile (the kind produced in a clergy search or a major strategic planning process)	
10		Undertaking a building audit (the kind offered by the Diocesan Property Committee)	
11		Undertaking an energy audit (the kind offered by a local energy company, or by Massachusetts Interfaith Power and Light)	
12		Conducting a face-to-face stewardship canvass of our parish households	
13		Developed a planned giving program	
14		Special Vestry day or weekend retreat focused on team-building, planning, or spiritual growth	
15		Sending staff or parishioners for Anti-Racism training	
16		Sending staff or parishioners for Safe Parish training	
17		Creating a Safe Parish policy	
18		Involvement in an intentional partner relationship with another congregation	
19		Use of a consultant (diocesan consultant or other) to help us address an opportunity or challenge	
20		Applying for a grant (from diocese funds or elsewhere) to help us start or expand a ministry	

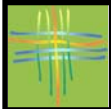


Checklist B

With respect to Checklist B: Complete applications shall contain satisfactory explanations of circumstances related to all questions answered in the negative.

Please note: No funds will be distributed to congregations that are delinquent in Parochial Report filing, Clergy Compensation Worksheet filing, Stokes Loan payments, Annual Audit, and Assessment payment (or Assessment Payment Plan compliance).

	(Yes /No)	Name of congregation:	Location:
1.		Is the congregation current with its filing of the Annual Parochial Report? (The 2009 Parochial Report is due in May 2010.) Required to obtain grant funds	
2.		Is the congregation current with its filing of the Annual Clergy Compensation Worksheet? Are clergy pension payments current? Required to obtain grant funds	
3.		Is the congregation current with its filing of the Annual Audit? (Congregations must submit completed audits to the Office of the Treasurer by September of the following year. Applicants filing for grant funds after 9/1/10 must have their congregation's 2009 audit <u>accepted and on record with the Treasurer's Office</u> to receive funds.) Required to obtain grant funds	
4.		Is the congregation current with its Annual Assessment or Assessment Payment Plan? Required to obtain grant funds	
5.		Are all clergy compensated at or above the diocesan minimum? Encouraged	
6.		If applicant is awarded a grant, does congregation commit to providing reports at six-month intervals for the duration of the funded program? Required to obtain grant funds	
7.		If applicant is awarded a grant, does congregation commit to providing a final report at the end of the funded program? Required to obtain grant funds	



A Final Check for Application

Thank you for completing your Green Grant Application.

Applications should be submitted as an email attachment and mailed to KMontagno@Diomass.Org on subject line "Simple Acts".

The application shall be submitted in MSWord or PDF format or paper copy.

Please check that your application follows the suggested format and includes all of the following required material:

Cover Sheet

Two-Page Program Description

Program Budget

For each participating congregation:

Checklist A

Checklist B with required supplementary explanations.

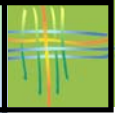
Supporting Documents including:

Income and expense reports for 2008 and 2009 including operating and non-operating accounts

The congregations' 2010 budget.

The congregations' most recent annual report (Report of 2009).

For questions concerning this check list please contact committee through the Rev. Karen Montagno, telephone (617) 482-4826 ext. 413 or email KMontagno@Diomass.org.



I. What is the goal of the *Simple Acts of Stewardship*?

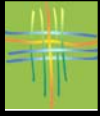
The goal of this aspect of the Green Grants Initiative is to leverage big changes through the simple acts of our congregations, that is, to influence the choices of the wider community through the practice of environmental stewardship by our congregations. The Simple Acts is a stewardship program focusing on the environment and conservation. It is built on gratitude for and appreciation of blessings. Gratitude and appreciation are the results of knowledge and experience. The Simple Acts of Stewardship seek to provide opportunities for that knowledge and experience.

Environmental stewardship practices focus on the choices in the way we do things. Church members who participate in the program in their congregations take those simple practices to their home and neighborhood, school and work, to the public forum and to the voting booth.

II. What programs qualify as Simple Acts?

Simple Acts are programs that celebrate God's creation, conserve natural resources and teach environmentally responsible practices.

- ✓ Most congregations are involved in programs to reduce their carbon footprint by recycling paper and batteries, turning down thermostats or publishing e-newsletters. Some congregations raise funds for special projects by participating in recycling programs for books and newspaper, printer ink cartridges or cans and bottles.
- ✓ One deanery is engaged in bulk purchases of green paper products and similar supplies. Church offices and Hospitality Committees in the deanery can use green products but not pay the premium price for such supplies.
- ✓ Some congregations have planted a tree, while others plan a low maintenance meditation garden.
- ✓ Vacation Bible school, Christian education and adult formation programs focusing on themes of the environment present a theological and ethical framework for choices and behaviors.
- ✓ Choosing field trips such as apple picking or nature hikes introduce children to first-hand experience of the wonders of nature.
- ✓ Outreach programs can be combined with Simple Acts programs through projects such as community vegetable gardens. Some congregations volunteer hours of planting, tending and harvesting at gardens that raise fruits and vegetables for soup kitchens and food pantries.
- ✓ Some utility companies in the Commonwealth provide free energy audits and provide information on available rebates and loans, and, possibly supply items such as compact fluorescent lights or insulation. One or more congregational leaders may wish to have such an energy audit and report on the results in the church's newsletter. More information is available through www.masssave.com.



III. Our congregation's Simple Acts result in no additional costs to the church. How can we participate in this program?

If your proposed program will require funds, you are invited to apply for support from the Simple Acts Grant Fund. If your program does not require funding or if your program raises funds for your church, please share your story, submit a one-page story of your program that can be shared with others via the Web. Please include pictures.

If your program saves energy cost or raises funds, please consider sharing some of these funds with your fellow congregations through the Green Grants Initiative. Your donations will do even more for the Green Grants Initiative because the first \$50,000 of donations to this initiative will be matched dollar for dollar with the Diocesan Annual Fund for *Simple Acts of Stewardship* and *Green Improvements Grants*.

IV. May a congregation apply for both Green Improvement Grants and Simple Acts Grants?

Congregations may apply for either or both programs, however a congregation may apply only once for Simple Acts grant funds in a 12-month period.

V. When are Simple Acts Grant Applications due? / Where should they be sent?

Completed Simple Acts Applications must be submitted by email either as MSWord format or PDF format. Please contact the Rev. Karen B. Montagno at KMontagno@diomass.org or 617-482-4826 ext. 413 with questions concerning the filing your application. Simple Acts grant application materials must be received by November 1, 2010.

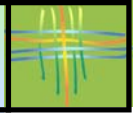
VI. When can grant recipients request funding?

Grant recipients can request funds as soon as they receive notice that their grant has been approved. Funds cannot be granted until all "conditions for funding" are met. Grant recipients will be supplied with an Agreement and Request Form that they must use to request their funds. Grant recipients may submit the Agreement and Request Form only after all conditions for funding are satisfied. See item VII, below, for more on the Agreement and Request Form.

VII. What are the "conditions for funding"?

Applicants are referred to Check List B of the Simple Acts grant application. Grant recipients may receive funds only after the following conditions are satisfied:

- a. The congregation shall be current with its/their Annual Audits. Before September 1, 2010, all recipient congregations must have submitted acceptable 2008 and/or 2009 Annual Audits in order to request their granted funds. After September 1, 2010, only congregations that have submitted 2009 Annual Audits are eligible to request grant funds.
- b. The congregations must have filed a 2009 Parochial Report to be eligible to request their granted funds since Annual Parochial Reports are due in May 2010.



- c. The congregation must be current in its Annual Assessment payment or its Assessment Payment Plan.
- d. The congregation must be current in Annual Clergy Compensation Worksheet, Clergy Pension and Clergy Health Insurance.
- e. Congregations or congregational groups that received grants in the previous grant cycle must be current in their progress reports for those programs.

VIII. Why does the Simple Acts Grant Program require “conditions for funding”?

All diocesan grant and loan programs support healthy congregations that are prepared to undertake their proposed projects. Timely reporting and fiscal responsibility are indicators of congregational health and effective leadership. A congregation unable to meet the reporting requirements may also be unprepared to undertake demands presented by additional, ambitious programs.

IX. What are expectations from a funded congregation?

Grant recipients agree to:

- a. Undertake the program described in their application or submit modifications for review and approval.
- b. Submit six-month reports for the duration of the program and a final report upon completion.
- c. Allow the Diocese of Massachusetts free use of intellectual property resulting from the funded program.
- d. Congregations confirm that they have fulfilled all the conditions for funding.
- e. Congregations will provide information and reasonable assistance to fellow congregations undertaking similar programs.

X. Comments or other questions?

For questions, comments or suggestions please contact the committee through the Rev. Karen B. Montagno, Green Grants Initiative, telephone (617) 482-4826 ext. 413 or email KMontagno@diomass.org.