

**Episcopal Diocese of Massachusetts**

**2023 Deanery Grants Application**

**Sending Serving Grants**

The Episcopal Diocese of Massachusetts awards Sending Serving grant funds to support domestic and international programs that enhance the outreach ministries of congregations through new or existing programs. These programs support the vitality of congregations, youth, and urban/ethnic/multicultural ministries. Collaborative projects are encouraged. Grant awards must have a matching funding component.

* In 2023, deaneries may apply for up to $4,000.
* Awarded funds must be matched by an equal contribution from the congregation(s), which may be raised through a targeted fundraising effort.

**House of Mercy Grants**

The Episcopal Diocese of Massachusetts awards House of Mercy grant funds to support programs and projects that serve women and children in need.

* In 2023, deaneries may apply for up to $3,037.
* Matching funds are not required for this grant.

**Submission Process**

Each deanery is responsible for setting and communicating internal deadlines for the application process.

For more information, contact your regional canon:

**The Rev. Canon Martha L. Hubbard** ([mhubbard@diomass.org](mailto:mhubbard@diomass.org)) serves as regional canon for the Northern and Western Region, comprising the diocese's Merrimack Valley, North Shore, Mystic Valley and Concord River deaneries. Currently in a time of staff transition, Canon Hubbard is also covering the Alewife and Charles River deaneries in the Central Region.

**The Rev. Canon Kelly A. O'Connell** ([koconnell@diomass.org](mailto:koconnell@diomass.org)) serves as regional canon for the Southern Region, comprising the diocese's South Shore, Taunton River, Mt. Hope-Buzzards Bay, and Cape and Island deaneries. Currently in a time of staff transition, Canon O'Connell is also covering the Boston Harbor and Neponset River deaneries in the Central Region.

All deanery grant applications should be submitted to deanery co-conveners for approval at deanery assemblies (feel free to use the sample Deanery Grant Application Form on page 4 of this document). The deanery must take an assembly vote to award funds to proposed programs; this may be done in in a regular deanery assembly meeting or through email or tele/videoconference. Deanery assemblies are encouraged to award all of the funds allotted, or they remain in the endowments and are made available for awards in subsequent years.

Once applications have been thus approved, please communicate award decisions (one submission per application) and send completed applications using this [online form](https://edom.formstack.com/forms/deanery_grant_recommendation_2023).

Award decisions are due from deaneries to the diocesan office no later than October 13, 2023.

**Requirements and Guidelines**

Each deanery is responsible for setting and communicating internal deadlines for the application process to congregations in their deanery.

Grant awards for Sending Serving Grants must have a matching component. Individual deaneries may determine whether certain funding sources (e.g., a grant from an outside organization) qualify as a match “from the congregation” but it may not be funding from another diocesan grant award or the value of in-kind goods or services. Matching grants must be matched by actual cash.

A congregation may receive both Sending Serving and House of Mercy funds, for the same project or multiple projects, in a single year.

A year-end report is expected from each congregation that receives grant funds. If you were a recipient of a deanery grant in 2022 submit your report using this [online form](https://edom.formstack.com/forms/deanery_grant_reporting_form_2022).

To be eligible for grants or loans administered by the Episcopal Diocese of Massachusetts, congregations must be in compliance with basic reporting requirements. ***Please review these standards and check your congregation’s compliance prior to applying:***

* Parochial Report filed (2022 report due March 1, 2023; if grant is awarded prior to March 1, the 2021 report suffices)
* Annual Audit in process (2022 audit due Sept. 1, 2023; if award is prior to Sept. 1, the 2021 audit suffices)
* Annual Leadership Report including Safe Church Audit (2023 report due March 1, 2023; if award is prior to March 1, the 2022 report suffices)
* Clergy Compensation form updated as changes are made and submitted to Church Pension Fund
* Current on payments (<90 days in arrears) annual assessment, diocesan loans, clergy pension, health premiums
* Diocesan grants that have a matching component may not include funds from other diocesan grants or the value of in-kind donations as part of their match. Matching grants must be matched by actual cash.
* Some grants have a reporting component required to qualify for future awards.

Award funds will not be issued until compliance requirements have been satisfied. Congregations not in compliance will be notified and will have 60 days to address the compliance requirements before the award is withdrawn.

Help is available. If you would like guidance or assistance from a Congregational Business Consultant with completing any of these requirements please contact Chris Meyer ([chris@centrestent.com](mailto:chris@centrestent.com)) or your [Regional Canon](https://www.diomass.org/clergy_transition).

**Sample Congregation Deanery Grant Application Form**

*(Use this form or create your own document which includes all of the information below)*

* Name of Ministry
* Name of Congregation
* Congregation Mailing Address, Telephone, and Email
* Clergy Contact Information
* Grant Contact Person and Contact Information
* Partnership or Matching Fund Source and Amount (For Sending Serving Grant)
* Program Mission Statement and Description
* Description of Need
* Program Goals and Objectives
* Proposed Program Evaluation Method
* Grant Request
* Program Budget
* Signatures of Clergy and Project Contact Persons