**The Mission Tithe Relationship Grant Program**

*of the Episcopal Diocese of Massachusetts*

**Introduction and Overview**

Upon baptism, each of us becomes a missionary, called to assist God in God’s mission of reconciliation. Our diocese affirms that mission work is best carried out through relational partnerships marked by mutuality, collaboration, and friendship. Mission Tithe Relationship Grants (MTRGs) provide financial support for congregations embarking on new relationships with partner communities from around the world.

The Episcopal Diocese of Massachusetts defines Global Mission as a journey into God’s mission, through formational pilgrimage and relationship-building with communities from contexts different from our own—whether by virtue of culture, geography, background, or experience—with the purpose of accompaniment, understanding, reconciliation, and justice. MTRG recipients and their relational partners are committed to accompanying one another, understanding one another more deeply, and celebrating one another’s gifts as they turn toward the justice that will bring peace to their communities.

Congregations are warmly invited to consult the diocesan Global Mission Commission on relationship discernment and development. Contact The Rev. Holly Hartman ([hhartman@diomass.org](mailto:hhartman@diomass.org)) or The Rev. Marilyn McMillan ([mmcmillan@diomass.org](mailto:mmcmillan@diomass.org)), Missioners for Global Mission, for more information.

*All this is from God, who through Christ reconciled us to himself and gave us the ministry of reconciliation; that is, in Christ God was reconciling the world to himself, not counting their trespasses against them, and entrusting to us the message of reconciliation. Therefore, we are ambassadors for Christ, God making his appeal through us. We implore you on behalf of Christ, be reconciled to God.* (2 Corinthians 5:18-20)

**Guidelines**

1. **Eligibility**

Any **congregation of the Diocese of Massachusetts** (DioMass) may apply for funding for their development of a new relationship with a global partner community. Other diocesan entities wishing to apply (such as Mission Hubs, diocesan committees, or deaneries) should first consult with the grants administrator.

Congregations must meet all diocesan compliance requirements listed in Checklist B of the application in order to receive grant funds. The application must be approved by the parish rector and vestry or equivalents.

Congregations are encouraged to collaborate in mission partnerships. In the case of mission partnerships involving multiple DioMass congregations, one “lead congregation” must serve as the applicant and custodian of funds. If a grant is awarded, the lead congregation must meet diocesan compliance requirements and is formally responsible for submitting a final report.

Congregations that have previously received diocesan global mission grants, including Mission Tithe Matching Grants, must submit all required final reports to become eligible for further global mission grant funds.

1. **Requirements and Recommendations**

The applicant must be pursuing a **new** relationship with a global partner.

Applicants must demonstrate at least a basic **understanding** **of the history**, culture, and root causes of the challenges faced by the global partner community, especially the role of the United States (past and/or present) when applicable. We hope that relationships funded by the MTRG program will foster true companionship in mission. For resources, visit the Global Episcopal Mission Network website at [www.gemn.org](http://www.gemn.org), or contact The Rev. Holly Hartman at [hhartman@diomass.org](mailto:hhartman@diomass.org).

Applicants planning to **travel** and/or host travelers from their partner community must describe how travelers will prepare, what they will do on the trip, and how they will reflect and debrief upon returning home. Grant funding may be used for travel expenses. When applicants are traveling, use of local room, board, transportation, and translation services is strongly recommended for the benefit of the partner community.

Many applicants may want to raise **matching funds**, not only out of necessity but as a way to encourage active engagement and faithful giving from congregations. For guidance on fundraising, contact grants committee member Kasey Boston at [kasey@ssypboston.org](mailto:kasey@ssypboston.org). Any matching funds must be listed in sections 9 and 13 of the application.

Grant recipients must submit a **final report** within one year of receiving their award and before submitting another global mission grant application. A reporting form is included at the end of the MTRG application packet. By accepting grant funds, congregations also agree to speak to the Global Mission Commission about their mission relationship upon request.

1. **Fund Availability**

About 2-4 grants ranging from $5,000 to $10,000 will be awarded each year. A congregation may receive only one grant per year, and each grant is a one-time grant.

If requests exceed available funds for the year, the grants committee will not be able to fund every proposal in full. Applicants whose proposals are not funded will receive feedback and may reapply for the following review deadline. If not all funds are expended in the spring grant cycle, a second invitation will be advertised.

Our diocesan Mission Strategy calls us to “respond to Jesus’ call to fully include all persons in the life of the church” and “invest in ministries with communities of color and immigrant communities.” The grants committee particularly invites both congregations serving **communities of color** and congregations with **small budgets and/or part-time clergy** to consider applying for a grant. While all applications will be reviewed first on their merits, the committee will consider historical obstacles to funding access when determining an equitable distribution of funds.

1. **Application Process**

Applications are reviewed at least **annually**. As not all 2019 grant funds were expended in the spring, the next application deadline is **November 25**. The Global Mission Grants Committee reviews applications and may contact applicants with follow-up questions during their deliberation process. Award decisions will be communicated to applicants in December, and funded relationships will be announced in diocesan publications.

The grants committee invites applicants to make a **presentation** on their mission relationship in person or through Zoom videoconference, both because some applicants may prefer verbal to written communication, and because the committee desires to build relationships with those engaged in mission work. *This is* ***optional****, and there is no penalty for choosing to only submit a written application.*

* Verbal presentations should supplement, not replace, the application. Applicants should still make every effort to include all important information in their written application.
* All applicants who want to make a presentation must notify the grants administrator **one week before the application deadline**.
* The grants committee’s meetings are scheduled for the afternoons of December 5 and December 12, and presenters are encouraged to sign up for one of those times if possible. The grants administrator will work with presenters to arrange alternate times, including evenings, as necessary.
* Presentations may take up to 10 minutes, with up to 10 minutes for Q&A.
* We encourage applicants to designate two or three presenters, and we especially welcome youth participants and global partners.

Questions and requests for resources/assistance may be directed to

Lauren Zook, Grants Administrator and Development Assistant.

Please submit applications to [lzook@diomass.org](mailto:lzook@diomass.org).

**Frequently Asked Questions**

1. *Does the grant money need to be spent within one year?*

A: Preferably, but you may take longer to spend the money as long as you give a timetable for use of the funds. Additional grants will not be awarded until the expenditure of all previous grant funds and submission of a final narrative and financial report.

1. *When will we receive our check?*

A: Funds will generally be distributed within two weeks of when the grant is awarded or when all diocesan compliance issues are resolved.

1. *Is a change in the usage of funds allowed?*

A: Yes. Please submit repurposing requests in writing to the grants administrator. Requests should include

* An explanation of why the funds cannot be spent as originally intended.
* A proposal for how the remaining funds will be spent.
* An accounting of any grant funds that have already been spent.
* A budget for the expenditure of the remaining grant funds.

Repurposing requests are subject to all MTRG grant criteria. The grants committee will review requests and may request more information before making a final decision. If the request is denied, recipients must return unused funds to the diocesan office.

1. *What factors might help us be a stronger candidate for a grant?*

A: Partnering with other congregations and providing a thoughtfully written application that addresses each requested area.

1. *When multiple applicants are partnering, do you want multiple budgets?*

A: No. One congregation must be the designated fiduciary agent, and it is their responsibility to be in regular contact with any partnering congregations or organizations.

1. *What if a parish cannot meet all of the requirements in Checklist B?*

A: Congregations who do not meet all the criteria have several choices. You may

* + Submit an application while simultaneously beginning the process of addressing the compliance issue. The committee will review your application and make an award decision, but the diocese will not release grant funds until the compliance issue is resolved.
  + Partner with other congregations in the diocese. If congregations partner together to apply for a grant, one parish becomes the “lead” and must be in compliance.
  + Decide to wait until another year to apply, while you get your compliance issues in order. Please don’t hesitate, however, to stay in conversation with the Global Mission Commission to help you become ready for your future mission partnerships.

# *Should we apply for grant money if we are not intending to enter into a long-term relationship with a partner community?*

A: No. These grants are specifically to encourage meaningful relationships between Episcopalians in the Diocese of Massachusetts and people who live in other places, under different circumstances from the ones in which we live.

# *Does a partnership have to involve an Anglican/Episcopal connection?*

A: No, although we recommend that your parish try to make contact with local churches/dioceses in the area in which you have partnerships if possible (for example, attend an Anglican Sunday service).

# *If a grant application is not accepted the first time, will someone from the review committee provide feedback so that we can redo it?*

A: Yes. Our goal is to help congregations in the diocese create/sustain/nurture relationships with others in the world, and we want to involve as many congregations as possible.

# *Can we use these funds to work on a project with our partner?*

A: You are welcome to collaborate on a project with your partner, but MTRGs are intended to fund relationship-building. The diocese offers Sustainable Development Grants to fund projects with your partner community. Please contact the grants administrator with questions about which grant is most suitable for your needs.

# *Does the diocese award other grants that can support our mission relationship?*

A: Yes! Please visit [www.diomass.org/resources/grants-loans](http://www.diomass.org/resources/grants-loans) for further information or contact the Diocese of Massachusetts Grants Administrator, Lauren Zook ([lzook@diomass.org](mailto:lzook@diomass.org%20) or 617-482-4826 x 306).

**Mission Tithe Relationship Grant**

**Application**

The Episcopal Diocese of Massachusetts

138 Tremont Street

Boston, Massachusetts 02111

U.S.A.

*(Boxes around each section will expand automatically to accommodate typed information.)*

1. **Contact Information**

***1****. Name of* ***congregation****:*

*Address:*

*Telephone:*

*Do you have a website? Please list web address:*

***2. Individuals’*** *contact information:*

***Rector or equivalent****:*

*Telephone:*

*Email address:*

***Grant writer****:*

*Telephone:*

*Email address:*

***Mission & Outreach Coordinator*** *(if applicable):*

*Telephone:*

*Email address:*

***3.*** *Identify* ***global partner*** *and their* ***location****:*

***4.*** *(not required) Anglican* ***diocese*** *where global partner is located:*

*Name of Bishop:*

*Bishop’s telephone:*

*Bishop’s email address:*

*Will the Diocesan Bishop be actively involved in this project?*

*If not, who will be the Anglican representative?*

***5.*** *Names of people* ***responsible*** *for coordinating the relationship:*

***U.S.-based****:*

*Address:*

*Telephone:*

*Email address:*

***Global partner*** *(required):*

*Address:*

*Telephone:*

*Email address:*

1. **Grant Summary**

***6.*** *Grant* ***request*** *for (check all that apply):*  Program  Travel  Training  Other (explain)

***7.*** *Does the congregation self-identify as any of the following categories?*

 Small Budget  Part-Time Clergy  Serves Community of Color

*If so, briefly explain:*

***8.*** *Amount* ***requested****:* $USD

***9.****(not required)**Amount of* ***matching funds*** *being provided:* $USD

*Source of match:*

***10.*** *One- or two-paragraph* ***summary*** *of the planned relationship (who, what, where, when):*

***11. Authorized Signatures*** *(please either sign below or send a separate email confirmation of your support of this*

*application to lzook@diomass.org)*

*Rector: Printed Date:*

*Senior Warden: Printed Date:*

1. **Relationship Description**

Use the following questions to describe in detail the relationship for which funding is sought, including the discernment process used, needs or opportunities the grant is intended to address, and the anticipated impact of the relationship on the physical and spiritual life of both your global partner and your congregation.

***12. Narrative******(no more than 3 pages, single-spaced. Please maintain at least the 11 point font.)***

1. Describe the experience of your congregation with mission in or near your community. Do you have ongoing local relationships?
2. Describe the experience of your congregation with mission outside your surrounding community. Do you have global mission relationships besides the one for which you are applying?
3. With respect to this grant application, with what congregation and/or community will you be in relationship? Where are they located?
4. Describe how you selected your partner(s). What is the current nature of your relationship? Where is God in this relationship?
5. Please describe the general circumstances of the people in your partner community. What historical and systemic factors have shaped this community?
6. Describe the nature of your planned activity together. How were these plans made?
7. Describe the ways in which this mission relationship benefits both you and your partner.
8. How is your whole congregation involved and integrated with your mission work?
9. Whether or not you are traveling, describe the preparation process—body, mind, and soul—for participants, your groundedness in God during the trip/relationship development, and your plans going forward (e.g., debrief, plans for witness, identification of brokeness in our own society, and opportunities for social justice).
10. With what other people or organizations are you collaborating, here and abroad? Describe the nature of your collaboration. With whom would you like to collaborate?
11. What are your plans to make this relationship and any associated projects sustainable over the long term? How will local capacity be developed?
12. General narrative: What else should we know about this project?
13. **Financial Information**

Provide a detailed budget for the trip or relationship-building endeavor covered by this grant, broken down by function and/or expense area and by time. List the amounts donated from other sources. Identify the budget items for which you are requesting grant funding. Use this page as a guide. (Tab in the bottom right block to add additional lines to each table.)

13. **Available/anticipated funding**, including requested grant funds and any match:

|  |  |
| --- | --- |
| **Source** | **Amount in U.S. dollars** |
| Requested grant funds (from #8) |  |
| Participant contributions toward airfare |  |
|  |  |

Total available funding:$

14. Itemize **program or capacity building expenses** (e.g., one-time costs for training, consultants, program materials):

|  |  |
| --- | --- |
| **Item** | **Amount in U.S. dollars** |
|  |  |
|  |  |
|  |  |

Total capital expense:$

15. Itemize **travel and continuing expenses** (consumables and day-to-day costs like transportation, room, board). Please note where travel expenses will be paid to local providers:

|  |  |
| --- | --- |
| **Item** | **Amount in U.S. dollars** |
| Airfare expenses |  |
| Local travel expenses |  |
|  |  |

Total operating expense:$

TOTAL EXPENSE (14+15)\*: $

\*must equal #13 Total Available Funding

16. **Funds Custodianship**

If your proposal is accepted, what institution will serve as custodian of the funds? Describe the method to be used for transfer of funds to your global partner and the process by which draws are authorized against those funds, including the number and nature of signatures required for disbursement.

17. Please attach your congregation’s **2019 budget**.

**V. Checklist A**

Please indicate which of these your congregation has done during the past year or 18 months. These 20 practices often contribute to long-term congregational vitality. **It is not necessary to complete all of these activities to receive funding.** We request this information to gain a better understanding of how your parish does business and to get a better sense of parish life and interests.

|  |  |  |
| --- | --- | --- |
| **1** |  | Conducted a Mutual Ministry Review of/by vestry and clergy |
| **2** |  | Conducted vestry goal-setting |
| **3** |  | Conducted vestry review of progress on goals previously set |
| **4** |  | Created or revised a parish mission or vision statement |
| **5** |  | Created or updated a long-range parish plan |
| **6** |  | Obtained or studied a demographic profile of your ministry area (such as a Percept profile) |
| **7** |  | Obtained an independent audit of your books |
| **8** |  | Graphed and tracked your average Sunday attendance over at least the last 10 years |
| **9** |  | Created or revised a comprehensive parish profile (the kind produced in a clergy search or a major strategic planning process) |
| **10** |  | Undertook a building audit (the kind offered by the Diocesan Property Committee) |
| **11** |  | Undertook an energy audit (the kind offered by a local energy company or by Massachusetts Interfaith Power and Light) |
| **12** |  | Conducted a face-to-face stewardship canvass of your parish households |
| **13** |  | Developed a planned giving program |
| **14** |  | Held a special vestry day or weekend retreat focused on team-building, planning, or spiritual growth |
| **15** |  | Send staff or parishioners for Anti-Racism training |
| **16** |  | Sent staff or parishioners for Safe Church Training |
| **17** |  | Completed a Safe Church policy |
| **18** |  | Participated in an intentional partner relationship with another congregation |
| **19** |  | Used a consultant (diocesan consultant or other) to help you address an opportunity or challenge |
| **20** |  | Applied for a grant (from diocesan funds or elsewhere) to help your congregation start or expand a ministry |

**VI.** **Checklist B**

Applications must contain satisfactory explanations of circumstances related to all questions answered in the negative. **Please note**: The grants committee will review applications from and award grants to congregations that are not in full diocesan compliance. However, recipients will **not** receive their grant funds until all compliance issues are resolved.

|  |  |  |
| --- | --- | --- |
|  | **Yes / No** | **Name of Congregation: Location:** |
| **1** |  | Is the congregation current with its filing of the Annual Parochial Report? (The 2018 Parochial Report was due March 1, 2019.) |
| **2** |  | Is the congregation current with its filing of the Annual Audit? (The 2018 Parish Audit was due September 1, 2019.) |
| **3** |  | If applicable, is the congregation current with any Diocesan Loan payments? |
| **4** |  | Is the congregation current with its Annual Assessment or Assessment Payment Plan? |
| **5** |  | Is the congregation current with its Clergy Pension payments? |
| **6** |  | If applicable, has the congregation submitted a report on its most recent global mission grant? |
| **7** |  | If awarded a grant, does the congregation commit to providing a final report within one year of the grant award? |

1. **(Optional) Presentation**

Do you plan to make a presentation to the grants committee? Yes No

***If yes, please inform the grants administrator no later than November 18.***

Who will make the presentation?

When?

Thursday, December 5, 3 pm, St. Stephen’s Episcopal Church, Boston

Thursday, December 12, 1 pm, Cathedral Church of St. Paul, Boston

I have already contacted the grants administrator to arrange an alternate time.

Will you present in person or by Zoom? (The grants administrator will provide the Zoom link.)

***THANK YOU FOR YOUR APPLICATION!***

***PLEASE EMAIL TO LAUREN ZOOK AT*** [***lzook@diomass.org***](mailto:lzook@diomass.org)

**MTRG Application Review Criteria and Characteristics**

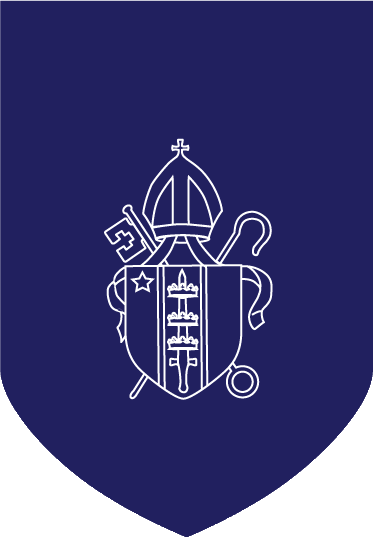
In an effort to be transparent, the following is a copy of the actual review criteria that will be used by the Global Mission Grants Committee to evaluate each application.

**Required**

* 1. Is the congregation pursuing a new relationship with a global partner?
* 2. Is there evidence of spiritual discernment and the grounding of the relationship in God?
* 3. Are all questions answered thoroughly?
* 4. Is there evidence of joint planning and dialogue between partners?
* 5. Is the whole congregation involved in ways that nurture spiritual connection?
* 6. Has the applicant described a process to get to know the global partner, and for the partner to get to know them?

**Desirable**

* 7. If the applicant is planning a trip:
  + Is there a clear and adequate preparation process of body, mind, and spirit for participants?
  + Will there be regular reflection during the trip?
  + Will travel expenses (outside of airfare) benefit the local community?
  + Is there a plan for post-trip reflection? Action?
* 8. Is there a plan for mutual interdependence, such as spiritual exchange/connection, liturgical exchange, or intercessory prayers?
* 9. Is there a plan to build local capacity and/or make the relationship and any associated projects sustainable? Is it realistic?
* 10. Is the applicant collaborating with other organizations?
* 11. Is the applicant a congregation with a small budget or part-time clergy and/or serving a community of color?

 **Episcopal Diocese of Massachusetts**

**Required Use of Funds Report**

**MISSION TITHE RELATIONSHIP GRANTS**

**Narrative Reporting**

Based on your application for the grant, please provide us with a reflection on your mission relationship-building experience by answering the following questions (bulleted responses are acceptable):

1. Describe any major changes from your grant proposal.
2. What kinds of things did you and your partners do together?
3. Describe how your relationship fosters empowerment, mutuality, interdependence, and shared leadership. Provide at least one example.
4. What did you learn about your partner? Share something they told you about their life or culture.
5. What do you admire about your partner? Share examples of gifts that you observed.
6. What did your partner learn about you and/or your congregation?
7. What did you learn about yourselves? Give specific examples.
8. What did you learn about God and about God’s mission of reconciliation and justice?
9. Describe any significant lessons learned from your experience, your partner, and your work together.
10. Outline your plans for sustaining this relationship and any related projects.
11. If you traveled, share your reflections—before, during, and after the trip—on how this experience affected your group as Christians in your partner community and back in your home community.
12. Please include an informal asset/needs assessment of your partner community and an inventory of other organizations with which your partner is working.

You are welcome to add more narrative, and we love to see photographs of you with your partner community!

**Financial Reporting**

* Please provide a line item report of **all** project expenses and **all** income sources, including other grants and fundraising.
* If the project has **not** been completed and all expenses have not been accrued, please explain the reason and a plan for completion. *A final report will be due upon completion.*

**Contact Information**

* Please list the name, address, phone number, and email address of the person filing this report.

This report is due no later than **12** **months** from the grant award date. A final report is required *prior* to the submission of another grant application. Please submit this report with appropriate supporting materials to **Lauren Zook, Grants Administrator**, at[**lzook@diomass.org**](mailto:lzook@diomass.org).