**The Sustainable Development Grant Program**

*of the Episcopal Diocese of Massachusetts*

**Introduction and Overview**

Many global mission partners rejoice in working together to carry out God’s mission here on earth. Sustainable Development Grants (SDGs) fund mission partners undertaking projects with tangible benefits for communities outside the Diocese of Massachusetts. SDG award decisions are guided by the United Nations Sustainable Development Goals:

1. End **poverty** in all its forms everywhere.

2. End **hunger**, achieve food security and improved nutrition and promote sustainable agriculture.

3. Ensure **healthy lives** and promote **well-being** for all at all ages.

4. Ensure inclusive and equitable **quality** **education** and promote lifelong learning opportunities for all.

5. Achieve **gender equality** and empower all women and girls.

6. Ensure availability and sustainable management of **water and sanitation** for all.

7. Ensure access to affordable, reliable, sustainable and modern **energy** for all.

8. Promote sustained, inclusive and sustainable **economic growth**, full and productive employment and **decent work** for all.

9. Build resilient **infrastructure**, promote inclusive and sustainable **industrialization** and foster **innovation**.

10. Reduce **inequality** within and among countries.

11. Make **cities and human settlements** inclusive, safe, resilient and sustainable.

12. Ensure **sustainable consumption and production** patterns.

13. Take urgent action to combat **climate change** and its impacts.

14. Conserve and sustainably use the **oceans, seas and** **marine resources** for sustainable development.

15. Sustainably manage **forests**, combat **desertification**, halt and reverse **land degradation**, halt **biodiversity loss**.

16. Promote **just, peaceful and inclusive societies**.

17. Revitalize the **global partnership** for sustainable development

Specific Targets and additional information for each goal can be found at <https://sustainabledevelopment.un.org/sdgs>. Focusing funds on these goals, while fostering and sustaining relationships based on love and respect, is a concrete way for our diocese to share our abundance and strive for justice and peace among all people.

The UN goals are intentionally ambitious, requiring global cooperation for global change. No single grant or project will be able to end world hunger—we do not expect it! Rather, we believe that all are called to work faithfully for the good of our neighbors, family, and friends in Christ, and we hope these grants will inspire you to live more fully into our shared missionary call.

*And let us consider how to provoke one another to love and good deeds, not neglecting to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day approaching.* (Hebrews 10:24-25)

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. Rooted in this context, SDGs serve as a financial and networking resource for diocesan congregations and their relational partners as they work together to do God’s will.

If you have questions regarding this application or funding a project or ministry, please contact Lauren Zook, Grants Administrator and Development Assistant, at lzook@diomass.org.

**Guidelines**

*And he said to them, “The harvest is plentiful, but the laborers are few. Therefore pray earnestly to the Lord of the harvest to send out laborers into his harvest.”* (Luke 10:2)

1. **Eligibility**

The Sustainable Development Grant program funds projects undertaken by **congregations of the Diocese of Massachusetts** (DioMass) and their partner communities. Other diocesan entities wishing to apply (such as Mission Hubs, diocesan committees, or deaneries) should first consult with the grants administrator.

The DioMass congregation(s) and the global partner(s) apply together for funding for the shared project. The global partner community must be the direct beneficiary of the grant funds. The application must be approved by the DioMass parish rector and vestry (or equivalents) and endorsed by the equivalent leadership of the global partner.

The DioMass applicant must meet all diocesan compliance requirements listed in Checklist B of the application in order to receive grant funds. Awards will be paid to the entity indicated in the Funds Custodianship section of the application. The DioMass congregation is responsible for submitting a final report and will be listed as the grant recipient in diocesan publications.

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

1. **Requirements and Recommendations**

First and foremost, the DioMass partner and the global partner must have a **pre-existing relationship**. If the applicants are collaborating with a service provider to develop local capacity, the service provider should be identified as a third party. All partners must commit to collaborative decision-making and regular communication.

Grants are awarded for projects that **directly address one or more of the Sustainable Development Goals** or that build local capacity to do so in the future. Examples of such capacity-building include community organizing, Asset Based Community Development, small business development, and/or local training.

The UN has created lists of **Targets** for each Sustainable Development Goal, which can be found at <https://sustainabledevelopment.un.org/sdgs>. Applicants should reflect on the list for the goal(s) they plan to address and, if applicable, reference specific targets in answer to question D of the project description. Applicants should keep in mind their targets and goals during ongoing evaluation of the project.

Grant funding is not provided for **travel** expenses for DioMass partners. DioMass applicants planning to travel are nevertheless strongly encouraged to provide a robust description of their plans (question L), including how travelers will prepare, what they will do on the trip, and how they will reflect and debrief upon returning home. This will give the committee a fuller understanding of the mission relationship.

Grant funding may be provided for **travel** expenses for global partners. Applicants must clearly explain how the planned travel will lead to sustainable development of the global 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. Any matching funds must be listed in sections 10 and 15 of the application.

*“You did not choose me, but I chose you and appointed you that you should go and bear fruit and that your fruit should abide, so that whatever you ask the Father in my name, he may give it to you.”* (John 15:16)

Applicants must **be specific** about the endeavor for which they are requesting funds. Some grants may fund a discrete project, such as fees for global partners to attend a community organizing training. Others may be part of a larger initiative, such as a collaboration among several American parishes and Tanzanian church bodies to renovate a school. In all cases, applicants must clearly explain the planned use of the grant funds as well as the larger context for the project.

Applicants must describe their **awareness of God** and their own role in God’s mission. The project should invite participation from congregation and community members in a variety of ways, including prayer. As endeavors undertaken in Christian community, all global mission projects offer the opportunity for spiritual growth and re-dedication to God’s vision.

Applicants must demonstrate an **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. For resources, visit the Global Episcopal Mission Network website at [gemn.org](http://www.gemn.org/), or contact The Rev. Holly Hartman, diocesan Missioner for Global Mission, at hhartman@diomass.org.

Funded projects must contribute to the **growth** **and financial independence** of the global partner community. We hope that SDG-funded projects will foster true companionship in mission. Projects should be carried out in a spirit of friendship and loving accountability, and should result in true positive change for all participants and their communities.

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 SDG application packet. By accepting grant funds, congregations also agree to speak to the diocesan Global Mission Commission about their project upon request.

1. **Fund Availability**

About 4-6 grants of **up to $10,000** each will be awarded each year. A congregation may receive only one grant per year, and at the present time, no congregation may receive more than two SDGs in total, to increase the number of partnerships supported.

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 **October 21**. 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 November, and funded projects 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 November 7 and November 21 at 2 pm, 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.

Please submit applications to lzook@diomass.org.

**Sustainable Development 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* ***DioMass congregation****:*

 *Address:*

*Telephone:*

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

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

***Rector or equivalent of DioMass congregation****:*

*Telephone:*

*Email address:*

***Grant writer****:*

*Telephone:*

*Email address:*

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

*Telephone:*

*Email address:*

***3.*** *Identify* ***global partner*** *and* ***location*** *where project will be implemented:*

***4.*** *(not required) Anglican* ***diocese*** *where project will be implemented:*

*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 implementing the project:*

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

*Address:*

*Telephone:*

*Email address:*

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

*Address:*

*Telephone:*

*Email address:*

***Third party service provider*** *(if applicable):*

*Address:*

*Telephone:*

*Email address:*

1. **Project Summary**

***6.*** *Grant* ***request*** *for (check all that apply):* [ ]  Program [ ]  Equipment [ ]  Building [ ]  Training [ ]  Other *(explain)*

***7.*** *Project expected to be* ***complete*** *within one year of grant?* [ ] Yes[ ]  No

***8.*** *Does the DioMass congregation self-identify as any of the following?*

[ ]  Small Budget [ ]  Part-Time Clergy [ ]  Serves Community of Color

  *If so, briefly explain:*

***9.*** *Amount* ***requested****:* $ USD

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

*Source of match:*

***11.*** *Project to address* ***Goal(s) #*** *(required, check all that apply)*

[ ]  1 [ ]  4 [ ]  7 [ ]  10 [ ]  13 [ ]  16

[ ]  2 [ ]  5 [ ]  8 [ ]  11 [ ]  14 [ ]  17

[ ]  3 [ ]  6 [ ]  9 [ ]  12 [ ]  15 [ ]  Capacity Building\*

*\* For example: community organizing, Asset Based Community Development, problem solving, small business development, other training to build local capacity to facilitate completion of sustainable projects in the future*

***12.*** *One- or two-paragraph* ***summary*** *of the project (who, what, where, when):*

***13. 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:*

*Global Partner: \_ Printed Date:*

1. **Relationship and Project Description**

Use the questions below to describe in detail the relational nature of the partnership and the activity/work for which funding is sought, clearly distinguishing between the beneficiary of the project results and any third parties involved in the process.

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

1. Describe the DioMass congregation’s **history with mission**, local and/or global. Do you have ongoing partnerships?
2. Describe the **relationship** between the DioMass congregation and the global partner (and third party, if applicable). How have you developed and maintained your relationship?
3. How is your work part of **God’s mission**? How will this be an opportunity, through congregational involvement, for nurturing spiritual growth and expanding your vision of God’s mission in the world?
4. Which of the 17 **Goals** are you working toward? Are there specific **Targets** that your project particularly addresses?
5. Describe your project and anticipated **result**. Is this part of a larger effort? If so, please describe.
6. How have both partners come to a) identify this as a **priority** andb) **make decisions**?
7. What are the **root causes** of the conditions you are working to change? Are these causes being addressed? Why or why not?
8. Identify the **source** of tools, materials, and labor for your project.
9. How will you **monitor project progress** toward completion? How will you **measure results**?
10. How is your relationship promoting the **growth and financial independence** of the global partner to make the results achieved **sustainable**?
11. With what **other organizations** is the global partner involved?  What is the nature of those relationships?
12. Will one partner be **traveling** to visit the other’s community? If so, please describe your plans.
13. General narrative: What else should we know about this project?
14. **Financial Information**

Provide a detailed budget for the project to be funded by this grant, broken down by function and/or expense area and by time. List the amounts donated from other sources. Include contractor estimates for all proposed capital expenses (e.g., costs of buildings and equipment). 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.)

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

|  |  |
| --- | --- |
| **Source** | **Amount in U.S. dollars** |
| Requested grant funds (from #9) |  |
|  |  |
|  |  |

Total available funding:$

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

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

Total capital expense:$ \_\_\_\_\_\_

17. Itemize **operating expenses** (consumables and day-to-day ongoing costs). Caution: Use of grant funds to cover these expenses is an indicaton of unsustainability unless there is a plan to source funds locally in the future. Include travel expenses only if included in donations in #15 above:

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

Total operating expense:$

TOTAL PROJECT EXPENSES (16+17)\*: $ \*must equal #15 Total Available Funding

18. **Funds Custodianship**

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

19. Please attach the DioMass congregation’s **2019 budget**.

1. **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.

|  |  |  |
| --- | --- | --- |
|  | **√** | **Name of Congregation: Location:**  |
| **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 |

1. **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 October 14.***

Who will make the presentation?

When?

[ ]  Thursday, November 7, 2 pm, Cathedral Church of St. Paul, Boston

[ ]  Thursday, November 21, 2 pm, St. Stephen’s Episcopal Church, 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***

**SDG 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. Does the project sustain an **existing relationship** between the DioMass congregation and global partners?
* 2. Is the relationship **active and mutual**? Is there evidence of regular communication?
* 3. Are all questions **answered** thoroughly?
* 4. Does the **budget correspond** with the project as defined?
* 5. Is there an **awareness of God** and the applicants’ role in God’s mission?
* 6. Does the project address a specific **Sustainable Development Goal**? Which one(s)?
* 7. Is there a **concrete result** or accomplishment described?
* 8. Is the result of the project **sustainable**?
* 9. Does the project promote **growth and financial independence**?

**Desirable**

* 10. Do the applicants understand the **nature of the problem** and its underlying causes?
* 11. Was the global partner the primary **decision maker** in defining the project?
* 12. Is the project **well-defined**?
* 13. Does the project involve **local material** and/or service providers?
* 14. Are the applicants **collaborating** with other organizations?
* 15. Is the DioMass applicant planning to **travel** to the partner community?
* 16. Is there **accountability** by the global partner (on-the-ground oversight and reporting)?
* 17. Is the DioMass 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**

 **SUSTAINABLE DEVELOPMENT GRANTS**

**Narrative Reporting**

Based on your application for the grant, please reflect on your project and experience by answering the following questions (bulleted responses are acceptable):

1. On what Sustainable Development Goal(s) did your project focus?
2. Describe any major changes in the project activity or timetable.
3. What were you able to accomplish? Provide measureable data with your narrative.
4. What has been the impact
	1. On the physical life of your partner community?
	2. On the spiritual life of your partner community?
	3. On the spiritual growth of your own worshiping community or organization?
5. Describe how your relationship fosters empowerment, mutuality, interdependence, and shared leadership. Provide at least one example.
6. Describe any significant lessons learned from your experience, your partner, and your work together.
7. How has this project developed the human and financial capacity of your partner in a way that leads to sustainability?
8. If you traveled, share your reflections—before, during, and after the trip—on how the preparation and face-to-face travel experience affected your group as Christians in your partner community and back in your home community.
9. 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 include additional narrative after you have answered the specific questions, and we love to see photographs!

**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**.