2017 Congregational Development Grant
Application

Overview

The Congregational Development Grant Program is one way our diocesan budget supports worshiping communities in strengthening community vitality and deepening relationships with God. The program challenges congregations to try new programs and prayerfully reflect on current and proposed programs that nurture and reimagine congregational life.

Projects and programs supported through Congregational Development Grants are focused on:
- Inviting people into the life of our congregations in a more effective manner (evangelism)
  - Examples: new outdoor church signs; direct mailings to extend hospitality to neighbors; printing costs of welcome packets for newcomers; improvements to building accessibility to support better stewardship of space
- Providing learning opportunities for various age and interest groups in our congregations
  - Examples: Godly Play training for children's Sunday School teachers; antiracism training; support for adult Bible study or Vacation Bible School
- Identifying members' qualifications, gifts, and callings and connecting members with appropriate ministry opportunities
  - Examples: parish retreats to strengthen fellowship and shared vision; new ministry programs, such as a Stephen Ministry pastoral care program or a Senior Ministry; webconferencing technology to build relationships across a deanery
- Enhancing worship and supporting liturgical innovation
  - Examples: new services designed for specific demographics, such as Spanish-speakers or families with young children; the creation or purchase of specialized worship resources; technological upgrades, such as hearing-assistive devices

Successful grant applications will be program-specific and may address new programs or significant expansions of existing programs. The committee will consider applications from more than one congregation as may be appropriate. For purposes of this grant program, "congregation" means any worshiping community of the diocese, including campus ministries, chaplaincies, deaneries, and parish partnerships, as well as individual parishes and missions.

The maximum grant available under this program is $10,000.

The Convention of the Diocese of Massachusetts through its operating budget is the grantor of the program. In addition to reviewing applications and awarding support, the Congregational Development Grant Committee welcomes the opportunity to work with potential applicants at all stages of the process.

Application Procedure

The grant committee encourages you to submit applications electronically (email attachments as MS WORD and/or PDF) to lzook@diomass.org.

Completed applications are due on or before May 15, 2017.

Contact Information

Please direct questions, comments, and suggestions for the committee to Lauren Zook (lzook@diomass.org or 617.482.4826 x306).

Application Format
If you require assistance with submitting your application electronically, please contact Lauren Zook (lzook@diomass.org or 617.482.4826 x306).

A. Cover Page. A single page shall contain identification, contact information, and 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 are seeking funding.
   2. The name(s) of the congregation(s) sponsoring the program. (Please specify the congregation administering the grant funds.)
   3. Contact information: Name, day and evening telephone numbers, email address, and parish affiliation for—
      - Rector/clergy responsible;
      - Wardens, where appropriate;
      - Additional program leaders, if any.
   4. The amount requested for the grant.
   5. Please indicate if this grant is for a new program or for the expansion of a current program.
   6. In one paragraph, please summarize the principle aim(s) of the program.
   7. Please indicate the date the application was approved by clergy and lay leadership. Email confirmations are acceptable.

B. Two-Page Program Overview. Please include a two-page narrative of the program that addresses:
   1. Goals
      a. Describe the need or issue of the congregation(s) to be addressed by the proposed program.
      b. State the long- and short-term goals of the program.
      c. Identify the relationship of the program goals to the diocesan goals of Embracing Brave Change; Reimagining Our Congregations; Building Our Relationships; and Engaging Our World.
   2. Description
      a. Describe the specific ways you hope the program will transform participants, facilitators, congregations, community, deanery, etc.
      b. Describe the specific activities involved in the program including who will implement them and where they will take place.
      c. Estimate the number of members of the congregation(s) who will participate in the program.
      d. Describe the timeline for rolling out the program.
      e. Describe plans for building support to continue the program beyond the life of the seed grant.
   3. Evaluation *(the committee may wish to discuss optimal evaluation methods with grant recipients)*
      a. State the method and frequency of program evaluation.
      b. Describe expected outcomes that will be used to evaluate the success of the program.
   4. Support
      a. State the financial and non-financial resources needed to conduct the program for one year (narrative explanation of program budget on the following page).

C. Program Budget. Applications shall include a description of your program's financial story in the context of your congregations' budgets. A "Program Budget" template is provided below. For the budget of your program, 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.

Program Budget

* This budget template is a suggestion; please feel free to substitute other categories of expenses or use a different format as long as all necessary information is presented clearly.

	Amount Needed for project	Raised/Provided by Congregation		Funded by CDG
		Monetary	In-Kind	Requested
Fee for Service				
Personnel				
Training				
Printing				
Publishing Costs				
Supplies				
Transportation				
Cathedral Space				
Hospitality				
Retreat				
Advertising				
TOTALS	$	$	$	$

* The Congregational Development grant program does not fund ongoing personnel; it is included as a line item here to form a complete picture of the program's total expenses but should not be part of the CDG grant request total.

D. Checklists. Applications shall include both Checklist A (page 4) and Checklist B (page 5) for each congregation that will participate in the proposed program.

Checklist A
20 practices that often contribute to long-term congregational vitality
Which of these have you engaged in during the past year or 18 months?
In the case of joint applications, each congregation shall submit a separate Checklist A.
It is not necessary to complete all of these activities to receive funding.
We are requesting this information to gain a better understanding of how your parish does business. It helps the review committee to get a better sense of parish life and interests.

(✓ if applicable)

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		Developing 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 Church training (required for funds for Children and Youth Programs)
17		Creating a Safe Church policy (required for funds for Children and Youth Programs)
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 diocesan funds or elsewhere) to help us start or expand a ministry

Checklist B

(In the case of <u>joint applications</u>, each congregation shall submit a separate Checklist B.)

Name of congregation: **Town:**

		(Yes/No)
1.	Is the congregation current with its filing of the Annual Parochial Report? (The 2016 Parochial Report is due in March 2017.) **Required to receive grant funds**	
2.	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 must have their congregation's 2015 audit <u>accepted and on record with the Treasurer's Office</u> to receive funds.) **Required to receive grant funds**	
3.	Is the congregation current with its Annual Assessment and/or Assessment Payment Plan? **Required to receive grant funds**	
4.	Is the congregation current with its Diocesan (Stokes) Loan payment and/or Payment Plan? **Required to receive grant funds**	
5.	If applicant is awarded a grant, does the congregation commit to providing the CDG Committee reports at six-month intervals for the duration of the funded program? **Required to receive grant funds**	
6.	If applicant is awarded a grant, does the congregation commit to providing the CDG Committee a final report at the end of the funded program? **Required to receive grant funds**	

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

E. **Supporting Documents.** Electronic copies of the following information (from each congregation, if joint application) shall be included with the application:
   a. Income and expense reports for 2015 and 2016, including operating and non-operating accounts.
   b. The congregation's balance sheet for the fiscal year ending December 31, 2016.
   c. The congregation's 2017 budget.
   d. The congregation's most recent annual report.

A Final Check

Thank you for completing your Congregational Development Grant Application.
Please check that your application follows the suggested format and includes required material:
   I.   *Cover Sheet*
   II. *Two-Page Program Description*
   III. *Program Budget*
   IV. *For each participating congregation:*
       Checklist A
       Checklist B with required supplementary explanations
   V.   *Supporting Documents including:*
           a. *Income and expense reports for 2015 and 2016, including operating and non-operating accounts for both years*
           b. *Balance sheet for the fiscal year ending December 31, 2016.*
           c. *The congregation's 2017 budget.*
           d. *The congregations' most recent annual report*

Frequently Asked Questions

I. What types of programs may and may not be funded with a Congregational Development Grant?

    CDGs can be used to fund programs for congregations' development, formation, and growth. CDGs are intended for use as seed grants to support new programs or new components of existing programs.

    Grant funds are not intended for the hiring of ongoing personnel or for supplementing a parish's operating budget.

    Funding for physical alterations to parish property will be considered insofar as they are in support of community growth and vitality.

    Grant applicants with programs for outreach, community service, and similar purposes are encouraged to contact the Sending Serving Grant Program. Contact your Deanery Co-Conveners for more information.

II. May two or more congregations apply jointly for a CDG?

    Yes. The committee encourages congregations to work together toward their goals. Congregations may submit a joint application to fund shared programs. Deaneries may also apply. CDGs can be used to fund consulting services for multiple congregations if those services are part of a program that supports development, formation, and growth.

III. May a congregation apply for multiple CDGs in the same year?

    No. Congregations may, however, be included in joint applications with others even if they are applying for their own individual grants.

IV. What are the conditions for funding/diocesan compliance?

    Grant recipients may request funds only after the following conditions are satisfied:

    a. The congregation(s) must be current with its/their Annual Audit(s). All recipient congregations must have submitted an acceptable 2015 Annual Audit.

    b. The congregations must file a 2016 Parochial Report (due in March 2017).

    c. The congregation must be current in its Annual Assessment payment or Payment Plan.

    d. The congregation must be current in its Diocesan (Stokes) Loan payment or Payment Plan.

    f. Congregations or congregational groups that received grants in the previous grant cycle must be current in their progress reports for those programs.

V. Why does the Congregational Development Grant Program require conditions for funding?

    CDGs support programs for healthy congregations that are prepared to undertake projects directed at their development, formation, and growth. Timely reporting and fiscal responsibility are indicators of congregational health and good leadership. A congregation unable to meet the reporting requirements may also be unprepared to undertake demands presented by additional, ambitious programs.

IV. When are CDG applications due? / Where should they be sent?

    Completed CDG application materials are due on <u>May 15, 2017.</u> Reasonable extensions are possible when arrangements are made before the deadline. Please email applications to lzook@diomass.org, or mail to The Episcopal Diocese of Massachusetts, c/o Lauren Zook, 138 Tremont Street, Boston, MA 0211. For extensions or assistance in submitting applications, email or call Lauren Zook (lzook@diomass.org or 617.482.4826 x306).

IX. Whom do I contact with comments or other questions?

If you have questions, comments, or suggestions, please contact the committee through Lauren Zook (lzook@diomass.org or 617.482.4826 x306).