

SOCIAL MINISTRIES GRANT

Policy and Procedures

Statement of Purpose and Policy

Social ministries grants are funded to assist parishes and worshiping communities within the Diocese of East Tennessee that seek to support ministries that meet basic human needs (food, shelter, and energy, as well as emotional, educational and spiritual) and those ministries that seek to affect personal and/or societal transformation through education, rehabilitation and allocation of resources according to the mission and ministry of the Church. Ministries may be separate entities but must have significant Episcopal Church involvement and must be approved by Vestry/Council/Board of Directors of Diocesan organization.

An Opportunity Fund Committee shall be appointed by the Bishop to receive all grant applications and to make recommendations to the Bishop and Council. All Opportunity Fund Social Ministry Grants are subject to approval by the Bishop and Council.

No annual grant shall be repeated for more than three consecutive years.

Procedures for Application

Applications for grants are to be made in writing on forms available through the Diocesan Office. They may be initiated by the Bishop and Council, a parish, a worshiping community, or a diocesan area commission of the Diocese. Clergy may make application through the afore said bodies. Completed application forms are returned to the Diocesan Center.

The grants committee chairperson will designate a committee member to review each application. The grant applicant will be contacted if further information is necessary.

Grants are reviewed twice a year. Deadlines for submitting grants are **April 1 and September 1.**

Grant recommendations are presented to Bishop and Council for approval following committee review.

Applicants are notified by mail of acceptance or denial of their applications. Grant recipients are accountable for the Opportunity Fund monies. Evaluation forms will be sent and are to be returned within one year from the date the grant was awarded.

THE DIOCESE OF EAST TENNESSEE
814 EPISCOPAL SCHOOL WAY
KNOXVILLE, TENNESSEE 37932

OPPORTUNITY FUND
SOCIAL MINISTRIES GRANT

APPLICANT INFORMATION

Sponsoring Diocese of East Tennessee Organization requesting the grant:

Name: _____

Address: _____

Request has been approved by Vestry/Council/Board of Diocesan organization requesting the grant? Yes _____ No _____

Name of contact person of requesting organization:

Name: _____ Phone: _____

Organization to receive the grant (if different from above)

Name: _____

Address: _____

Name of contact person of receiving organization:

Name: _____ Phone: _____

Amount of grant requested: _____

Has this organization ever operated under a different name? Yes ___ No ___

If yes, previous name _____

Has this organization received previous Opportunity Fund grants under current or previous name?

Yes ___ No ___ If yes, when _____

GRANT PURPOSE

- a) Overall Goal of organization to receive grant:

- b) Major Objectives (specific, measurable):

- c) Target population:

- d) Manner in which Opportunity Fund Grant will be used (i.e., start-up operating costs – equipment, land acquisition, capital improvement, etc.):

- e) How has the project been funded in the past (if applicable)?

- f) Briefly describe the impact this will have (short-term/long-term):

- g) How or through whom is the organization to receive the grant connected to the Episcopal Diocese of East Tennessee?

RATIONALE

- a) State the problem the project addresses:

- b) Describe the community being served:

- c) Why is the project important?

- d) How does the project fit Opportunity fund Grant guidelines?

PROJECT OBJECTIVES AND EXPECTED OUTCOMES

- a) What are specific objectives in order of importance?

- b) How will the project reach these objectives?

- c) What outcomes are expected?

- d) What is the timetable for the project (include the projected completion date)?

- e) Will other agencies/organizations be involved? If so, how?

OBSTACLES AND RISKS

- a) What obstacles are anticipated in implementing this project?

- b) How will these obstacles be addressed?

- c) What risks should the Opportunity Fund be aware of in supporting this project?

BUDGET

- a) Total project cost \$ _____

- b) Amount requested from Opportunity Fund \$ _____

- c) What other funding sources are available?

- d) How will the project be supported after Grant funding is complete?

ATTACHMENTS

1. List of Vestry/Council/Board members of the requesting organization.
2. List of Board Members of the receiving organization.
3. Previous year's financial statement of the receiving organization, if applicable.
4. Current year's budget or proposed budget.
5. If this project received Opportunity Funds within the past two years, please attach the following Project Status Report:
 - How were the funds used (if the previous year's financial statement is not available, an approximate summary is acceptable)?
 - Did the project reach its stated goals?
 - If not, what were the barriers?

ADDITIONAL NOTES AND SPECIAL INSTRUCTIONS TO APPLICANTS

For information contact Diocesan Administrator by phone (865) 966-2110 or e-mail KPurjet@Dioet.org

Please send your completed application to:

Opportunity Fund
814 Episcopal School Way
Knoxville, TN 37932

Or scan and send original signed copy to KPurjet@Dioet.org

Date of application: _____

Signature of contact person of Requesting Organization