Province 1

2023 Unified Grant Application

*The Executive Committee of Province I is now accepting grant applications for projects or programs that prepare God’s people for Mission and/or enact God’s Mission in 2023. Four different types of grants are being awarded this year:*

**Sowing Seeds**: Grants of $500 - $2,500 will be awarded to Episcopal leaders within Province I who are directing collaborative efforts that involve participants in two or more of the New England Episcopal dioceses.

**In-Person Meeting:** Subgrants of up to $2,000 will be awarded in addition to the maximum of other Province 1 grants for facility or day-of-event expenses for in-person events in 2023. Please indicate in your grant application and budget how these funds will be used.

**Coming Together in Hope and Healing**: Grants of $500 - $2,500 are available for Episcopal leaders within Province I for projects or ministries speak to our theme of Coming Together in Hope and Healing. Preference will be given to projects that span multiple dioceses, although this is not a requirement for this grant. This grant cannot be paired with a Sowing Seeds of Ministry Grant.

**Inter-Diocesan Partnership**: This is a pilot grant trial for 2023 only –A limited number of grants of up to $10,000 available for two or more Episcopal dioceses in Province 1 (New Hampshire, Vermont, Maine, Massachusetts, Western Massachusetts, Rhode Island, Connecticut) engaged in collaborative work, as a one-time partnership investment in a new inter-diocesan ministry effort. This grant must be endorsed by the bishops of all of the dioceses requesting the grant.

Proposals will be evaluated based on clarity of mission, comprehensiveness of plan, stewardship of resources, development of sustainable networks for future collaboration, and likelihood of success. Proposals will be accepted throughout the year until funds are exhausted. We anticipate that most projects/programs will occur within the fiscal year, though multi-year efforts will be accepted with the assumption that the grant could be renewed or extended into another fiscal year. Proposals will need to identify how money is to be dispersed. Grant money will be sent to grantee’s designee. A project evaluation and final report including detailed accounting of funds spent is expected upon the project’s completion; failure to submit a report could affect future proposal funding.

**Grant Process**

***Grant Cycle***

Proposals are accepted throughout the year on a rolling basis as long as funds remain available, and should identify whether they can be completed within the fiscal year or if they cross fiscal years (Jan 1-Dec 31).

**The Application**The application should include a **project/program description**, **identification of leaders** and their credentials and skills for completing the project/program, **detailed budget** that includes any other funding sources, **timeline** for planning and implementing the project/program, and **contact information for two recommenders**. This packet must be submitted as an e-mail attachment sent to coordinator@province1.org. All of this information is also contained in the following pages of the application.

**References**The name and phone number of **at least two people** who can attest to the need for the program/project and serve as recommenders are required. The application should also include the name and address of the bishop of the applicant’s diocese. Bishops will be notified of the application and if an award has been made.

*For Inter-Diocesan Partnership Grants*, *the names of all bishops of participating dioceses should be submitted in place of references.*

**Review**

The Province I Executive Committee will review grant proposals during their monthly conference call on the third Thursday of each month.

**Disbursement**Proposals need to identify how money is to be disbursed. Grantees should be prepared to present itemized invoices to Province 1 for payment.

Province 1Grant Application

*Please submit completed application via email to* *coordinator@province1.org**.*

**Application Date:**

**Which grant(s) are you applying for?** *Please make sure your grant application follows the guidelines established on the previous page.*

[ ]  Sowing Seeds of Mission [ ] Coming Together in Hope and Healing

[ ] In-Person Meeting subgrant [ ] Inter-Diocesan Partnership

**Name of Project/Ministry Network:**

**Name of Grant Contact:**

**Diocese: Parish/Congregation:**

**Address:**

**Telephone: Additional Phone:**

**Email:**

*List the names, dioceses, email address/telephone numbers, and role(s) of project/program leaders from collaborating dioceses:*

**Proposed Project***Please answer each of the following questions. Responses should be no more than half a page for each question:*

* What is your project/program?
* What motivates you to initiate and lead this project/program?
* What gifts or qualifications do you believe you have that equip you (and/or members of your group) to undertake this project/program and bring it to conclusion?
* What specific results and significant benefits do you anticipate from this project/program?
* What specific steps will you follow to accomplish your project's goal(s)? (timeline)
* What specific criteria will you use to assess whether you have met your goal(s)?
* What steps have you taken to create collaborative networks?
* How will you communicate the results of your work to the related constituencies?
* Your project/program will be featured on the Province 1 website ([www.province1.org](http://www.province1.org)). Concisely describe the proposed project and its objectives in 100 words or less. Try to include who, what, when, where, and why.

*If you are applying for the In-Person Meeting Subgrant, please make sure to specify the overall purpose and the relationships among the grants. When you describe the project, describe the part each individual grant will play in your project.*

**References**

Please provide the names, relationships to the program/project, email addresses, and phone numbers of at least two people who can attest to the need for the program/project and serve as recommenders. Also include the name(s), email(s), and phone number(s) of bishop(s) of the applicants’ diocese(s).

Recommender One:

Recommender Two:

Bishop (s):

**Timetable**

Please provide the dates and a schedule for your project/program, including the planning period, the process of the work, when the Province 1 treasurer should anticipate bills, and any follow-up associated with the project/program.

**Budget**

Amount of request:

Please attach a **Projected Budget** (a list of proposed expenditures--venues, personnel, equipment, etc.--and estimate the cost for each item). If you are applying for an In-Person Meeting subgrant, please specify how those funds will be used. Include **Additional Funding** from other sources (including in-kind support), if any.

*Our preference is that written requests (Invoices) be submitted for each item to be covered by disbursement, and for outside invoices to be paid through Province 1 rather than by direct payment to grantees. If your project requires a direct payment to grantees, please make sure to specify this in your grant application.*

**Reporting**

Final reports are expected within one month of the completion of the project. It should describe what was accomplished, and provide receipts and a financial accounting of the use of funds. Be sure to address the following questions:

* What have you learned in pursuing this project?
* What impact has the project had on the target audience?
(Please share a concrete story or two.)
* For *Sowing Seeds* grants, How has the time you have invested furthered God’s mission or prepared others to serve God’s mission?
* For *Coming Together in Hope in Healing* grants, how has your project addressed that theme?
* For *Inter-Diocesan Partnership Grants*, diocesan communication staff are encouraged to collaborate with the Provincial Coordinator on sharing the good news of the partnership in lieu of the reporting requirements above.

Please provide copies of any photographs, manuals, brochures, etc., resulting from the project. (Province I should receive credit in these for its support).

**Signatures**

Applicant(s) Date

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