Province 1

Sowings Seeds of Mission

2025 Grant Application

*The Executive Committee of Province I is now accepting grant applications for projects or programs in 2025.*

This grant is for ministry networks in Province 1. A provincial ministry network is a group of Episcopalians (and communion partners), lay or ordained, from two or more of the seven dioceses in New England engaged in joint mission. The bishops of all dioceses involved must be aware of the network and the grant application.

Networks can be new or continuing from previous years, and the projects being funded can be new efforts or a repeat of a previous event. Each ministry network should limit itself to one grant per year. If funds allow in a given year second applications will be considered at the discretion of the provincial Executive Committee. Grants will be disbursed via reimbursement and a report at the end of the project (or end of the granting year) should be submitted to the Provincial coordinator for publication to the Province. The award limit for these grants is $4,000.

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 for consideration 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 disbursed. Grant money will only be issued as reimbursements of invoices to be submitted to the provincial treasurer.

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.

Please email the Provincial Coordinator, Will Harron (coordinator@province1.org) with any questions about your project’s eligibility, the grant process, or for support in preparing this application.

**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.

**Review**

The Provincial Coordinator will send all grant requests to the Province 1 Executive Committee. The Executive Committee will review grant proposals during their monthly conference call. Applications may be sent back to applicants for clarification before acceptance. Once the Executive Committee has made a decision, the Coordinator will email the applicants with notification of the award, and put them in contact with the Provincial Treasurer.

**Disbursement**Proposals must identify how money is to be disbursed. Grant money will only be issued in respond to invoices submitted to the provincial treasurer. 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:**

**Name of Project/Ministry Network:**

**Amount of request:**

**Name of Grant Contact:**

**Diocese: Parish/Congregation:**

**Address:**

**Telephone:**

**Email:**

*Please 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 are your goals for this project/program?
* What steps will you follow to reach your project's goals? (timeline)
* How will you know your goals are met?
* What steps have you taken to create collaborative networks?
* How will you communicate the results of your work?
* 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.

**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) and email address(es) of the 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**

Please attach a **Projected Budget** (a list of proposed expenditures--venues, personnel, equipment, etc.--and estimate the cost for each item).

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.)
* How has the time you have invested furthered God’s mission or prepared others to serve God’s mission?

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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