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**The Bishop Peter J. Lee Endowment for Small Church Revitalization Grant Fund**

**Guidelines**

**Background and Eligibility**

The Peter J. Lee Small Church Revitalization Fund is a separate endowment founded in 2001. To be eligible, a church must have an average Sunday attendance of less than 200 persons. Grants will be awarded to assist small churches in their revitalization, preservation, expansion, and, where appropriate, merger and closing. The intent of these grants is to spur small churches to gather internal resources to meet their ministry needs. ***Small Church Revitalization grants are made on a one-to-one matching basis only*.**

**What kind of projects does the Small Church Revitalization Grants fund?**

Small Church Revitalization grants support small churches (ASA of less than 200) that have a commitment to growth and community service. These grants are given to assist small churches in their preservation, expansion, and, where appropriate, merger and closing. Grants may be made to help churches physically – by encouraging efforts to expand their structures; spiritually – by encouraging efforts to expand or increase parochial programs; and financially – by encouraging parishioners to accept that they have an abundance of resources within their parish.

**Application Process**

Applicants for Small Church Revitalization grants must have all the following reports submitted to the Diocese. *The chart below, and the note thereafter, describes which reports are required of each applicant.*

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| **Eligible Applicant** | **Definition of Applicant** | **Required Reports** |
| Church | Any congregation in the Diocese of Virginia | * Record of Audits
* Record of Parochial Reports
* Record of Financial Support
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**Note: History of Financial Support and Required Reports**

* Churches are required to have a record of financial support to the Diocese of Virginia. This is defined as a three-year history of material gifts demonstrating an intentional financial commitment to the Diocese. This determination will be made at the discretion of the Executive Board which may use the “Virginia Plan” (as adopted in 1999 by the 204th Annual Council) as one factor to make that decision.
* Record of audits is defined as a three-year history of submitted audits. Since audits are due August 31 of the current grant year then the three previous years’ audits are required. For example, if the grant year is 2019, then audits must be submitted for 2017, 2016 and 2015.
* Record of parochial reports is defined as a three-year history of submitted reports. Since parochial reports are due in early March of the current grant year, the current year and the two previous years’ reports are required. For example, if the grant year is 2019, then the parochial reports must be submitted for 2018, 2017 and 2016.

**Grant Process and Timetable (Applicants may apply for either MS or PJL – not both)**

Applicants may submit only *ONE* proposal per grant cycle. Successful grant applicants should expect to receive award checks in late spring, and grant activities must be completed and monies expended within 12 months of grant receipt. Final reports – narrative and financial – are required at the end of the grant cycle. Current grantees must wait one year before applying for additional grants. In other words, if you received a grant in 2018, you cannot apply for another grant until 2020.

**The Grant Application Process**

**Step 1: Letter of Inquiry**

In a **one-page** letter, describe your proposed project, who will benefit, who will be involved in implementing the project, how much it will cost overall, the amount of funds you have on hand for the project, and how much you anticipate requesting as a grant. Include your telephone number and e-mail address and the best time of day for you to be reached.

**Deadline: February 11, 2019** (postmark or delivery) – sent to

Office of Mission, Outreach, and Diversity

Diocese of Virginia

110 W. Franklin Street

Richmond, VA 23220

Faxed or emailed letters are permissible, but must be received by the deadline.

Fax: 804-644-6928. E-mail: mabryant@thediocese.net.

Within a week of receipt of your letter, we will let you know if your grant idea falls generally within the grant program’s guidelines and whether you should submit a full proposal.

**Step 2: The Full Proposal**

**Do not** submit a full proposal unless you have been advised to do so.

**Deadline:** Must be postmarked no later than **March 15, 2019** or hand-delivered to the Diocese of Virginia no later than 4:45 p.m. Faxes and e-mail attachments are permitted if received by March 15, 2019, but original paper copies with signatures must also be received by the Diocese.

**Number of copies:** One original set.

**The Elements of a Full Proposal**

1. Official application cover sheet. Available on the diocesan website or request by e-mail or phone—800-DIOCESE x1017 or mabryant@thediocese.net. Note: cover sheets must be signed by the rector/vicar/priest-in-charge and senior warden.

2. 1,000 word narrative covering the following topics:

a. Description of project (what are your goals and what will you do to achieve those goals?)

b. What problem or need will your project address?

c. Who will direct the project and who will be involved in carrying out the project activities? How does the parish or region demonstrate its support for the project? The applicant must show substantive involvement in the operation of the organization and provide documentation.

d. How will you evaluate the project’s success? If applicable, how will the

 project be continued after grant funding is expended?

e. How will the project benefit your church, region, or the Diocese?

f. Description of church submitting application.

3. Project Budget (presented on separate pages from the narrative)

a. Project Expenses

b. Project Revenues

Include services and equipment that you expect to be donated, and financial support from your church, individuals and businesses, foundations, and so forth. Indicate which funding has been received, which has been promised, but not yet paid, and which funding has only been applied for.

c. If the grant is supporting a project of an outside organization, the project budget and organization’s budget needs to be included.

4. Project Timetable

5. Required reports as described in the chart on page 1 and the related Note.

*A word about other attachments: Photographs and other illustrative materials may be included, but might not be distributed with the proposal materials provided to members of the grant committee. Tell your story and make your case in the narrative section. Please do not send DVDs, CDs or videotapes. Materials sent with grant proposals will not be returned.*

**Size of Grant Awards**

Grant sizes may be awarded up to $5,000, but all grants must be matched dollar-for-dollar from the requesting church.

**Activities or Budget Line Items *NOT* Typically Funded**

* Annual operating support
* Support for mature programs
* Financial support for specific individuals, rather than programs
* Loans
* Building repair and maintenance that would normally be considered “routine”
* Multi-year requests
* Travel expenses for individuals participating in mission trips
* Requests from churches intending simply to redistribute grant money to other organizations or individuals (pass-through grants; re-granting)
* Sponsorships of festivals or one-time events that are organized and offered by other organizations
* Salaries

If you are in doubt about the eligibility of a contemplated expense, please ask before including it in your final proposal project budget.

**Reporting of Grant Expenditures and Project Activities**

All grant recipients are required to submit a final report on at the end of the grant cycle. The final report will include a narrative discussing the project’s implementation and results and a financial report detailing all project expenditures.