$100,000 Foundation Grant Fund Application

The Episcopal Foundation of Northern California has joyfully committed to continue our $100,000 Foundation Grant program available to churches and missions throughout our Diocese in 2022.

Supporting the Diocesan mission of making disciples, raising up saints, and transforming communities for Christ, the Foundation will endeavor to enhance ministry and outreach in the Diocese in the following general categories:

Education and Formation:

Funding education programs for adults, youth, and children (such as Godly Play and Alpha); helping to provide materials for Inquirers' Classes, small group ministries, and other such programs that seek to build up the body of Christ in our individual parishes.

Technology and Communication:

A very popular grant category in 2021, these are grants for purchase of audio visual equipment, computers, and paying for technology consultants, in order to enhance the online and in-church experience of worship.

Reaching Beyond our Borders:

These grants could support action in our local communities in the way of outreach to those who need our support, as well as partnerships with other community entities to transform our communities by providing for equity, opportunity, and justice.

Foundation Grants are one-time grants; however, applicants may apply for a follow-on grant during each successive year that the grants are offered.

Matching grant requests are encouraged. The Foundation will want to know how much money has been raised by the applicant as of the date of application, and what are the applicant's plans for on-going fund-raising, if necessary to meet the ministry's goals.

The 2022 application period will run from May 1, 2022 - July 1, 2022. Please review the application instructions below. To submit your completed application and/or for questions, please email Michelle Karimi (michelle@norcalepiscopal.org).

Applicants are expected to follow closely the outline below when applying for a Foundation Grant. There is no application form to fill out. Instead, please submit applications as a multi-page (but concise) essay document which fully addresses the following:

1. Applicant Information
    a. Name of Episcopal parish, mission, or recognized ministry
    b. Title of the proposed program or ministry
    c. Name and contact information of the project manager of the proposed program or ministry
    d. Applicant's mailing address (street or P.O. box, city, zip code)
    e. Applicant's bank information (name and address of bank, type of account)
    f. Name, Title or position, and contact information of the primary contact person, if different from project manager (para. 1.c. above)
    g. Name and contact information for clergy person representing the Episcopal parish, mission, or recognized ministry

    NOTE: "Contact information" means phone number, email, and mailing address.

2. If there are partnering organizations (civic, religious, community, etc.), please provide the name of each organization and detailed contact information for each.

3. Program/Ministry Information
    a. In 50 words or less, describe the program or ministry for which you are seeking a grant. In which of the five main categories of Evangelism, Education, Technology, Homelessness Relief, and/or Food Insecurity is your program or ministry concerned? (A program or ministry can be concerned with more than one category.)
    b. Describe, in 200 words or less, the following:
        i. The situation you hope to address with your program or ministry. If this is an ongoing program or ministry, describe the situation as it currently exists. Provide some background and history to "set the scene."
        ii. What are your hopes and/or plans for launching, expanding, or enhancing this program or ministry? What is your vision for it a year from now?
        iii. How critical is it that you secure a Foundation Grant for this program or ministry? What will the grant make possible for you?
        iv. If this an ongoing program or ministry, how is it currently financed? How confident are you that this current financing will continue?
        v. If you have letters of support from other community entities, confirming the need for this program or ministry, include them in this section.

c. Who is the program manager, who will be in direct charge of this program or ministry? (This is the person who will be directly responsible for the management of the grant money and the program to which the grant is given.)
    i. Name
    ii. Contact information (telephone, email, mailing address)
    iii. Position in the parish, mission, or recognized ministry
    iv. Brief resume of qualifications

4. Finance Plan / Amount Requested
    a. In tabular format, please provide a budget for your program or ministry. Show how much you anticipate your program or ministry to cost in order to reach your goals. Show how much money you currently have in hand to finance your program or ministry.
    b. List in the table the major expense categories and your estimates of what you will spend in these categories. If you have cost estimates or financial proposals from other entities which demonstrate the cost of your proposed program or ministry, include them here. Demonstrate that you have a finance plan to accomplish your goals and objectives.
    c. Include a timeline which shows how funds on hand and grant money will be spent and/or committed.
    d. Given what funding you have on hand, and what funding you anticipate through fund-raising efforts, what amount are you requesting from the Foundation Grant? (The Foundation is willing either to provide 100% of the funding required to begin, enhance, or expand a program, or to partner with an organization with a matching grant.)

5. Reporting Requirements
    a. The Foundation would like written quarterly reports (via email for example) from the program manager to inform the Foundation of progress, goals and/or objectives met, problems encountered, and expenses incurred.
    b. Photographs or video to accompany the written reports are greatly encouraged.
    c. A final report is due when you have spent and/or committed all grant money.
    d. The final report should be a narrative that includes the following:
        i. Applicant information (name of Episcopal parish, mission, or recognized ministry)
        ii. Name of Program manager
        iii. Title or name of the program or ministry for which the grant was awarded
        iv. Initial objectives of the program, and the intended use of the grant
        v. What was accomplished or made possible because of the grant; the impact of the grant

vi. Assessment of how successfully the program met its goals and objectives

e. All reports, including narratives, emails, photographs, and videos, will become the property of the Episcopal Foundation of Northern California for records and evaluation purposes, and for use as the Foundation sees fit for promotional and publicity purposes. Any persons included in photographs or videos must sign a statement which grants the Foundation use of their likeness. Such statements must accompany monthly and final reports.