

Mission and Ministry Grant Instructions and Application Endowment Fund of Christ Episcopal Church Kensington

The purpose of the Endowment Fund of Christ Episcopal Church Kensington (the “Endowment Fund”) is to establish a permanently restricted fund for the support of the mission and ministry of Christ Church Parish Kensington. Other than permitted distributions of the Endowment Fund assets for Administrative Expenses and Planned Giving Program Expenses (Declaration, VI-A1, and A2), distributions from the Endowment Fund may be only for certain purposes. Those purposes, the annual amount available for such grants and the application process to submit a grant proposal are described herein.

PERMITTED PURPOSES

The annual distribution of the Endowment Fund may be made only for the following purposes (“Mission and Ministry Grants”):

1. Capital needs of the Parish that are beyond the reasonable scope of the annual operating budget of the Parish;
2. Outreach ministries and grants of a scope and nature beyond the ordinary scope of the operating budget of the Parish; and,
3. Seed money for new ministries and special one-time projects.

Note: No distributions from the Endowment Fund shall be made to the Operating Fund of the Parish. No distribution shall be made in violation of the Declaration of Endowment, Spending Policy or Investment Policy including no loans/liens against the Endowment Fund.

GRANT APPLICATION PROCESS

Parishioners interested in submitting an application for a portion of the available Endowment Fund Grant Amount must complete the attached application and submit it to Tim McLellan at tfmclellan@gmail.com or to the parish office.

Each application requires that a Member in Good Standing of Christ Church Parish Kensington complete the Parish Sponsor portion of the application. Some proposals may include other applicants who can fill out the Name of Applicant section. Attach an additional page for applicant information, if needed.

Each application requires a summary budget and the parish sponsor should indicate which Funding Category applies to the project. The applicant should use the application’s questionnaire to provide a description of the proposed project, the use of the funds requested, and the expected outcome. Contact Tim McLellan (tfmclellan@gmail.com) for assistance or questions.

EVALUATION PROCESS

The Planned Giving and Endowment Committee will receive all applications and evaluate the proposals. The applications should be self-contained, but the committee shall have the right to contact the parish sponsor/applicant for questions. The Committee intends to discuss grant awards within a week following the closing date of the application round, and announce awards soon thereafter.

Parish sponsors and applicants should complete the application and answer the questionnaire to ensure the committee has sufficient information to consider their application.

Applications are due on May 1 to Tim McLellan at tfmclellan@gmail.com

**APPLICATION FOR ENDOWMENT FUND GRANT
CHRIST EPISCOPAL CHURCH KENSINGTON**

Parish Sponsor: _____ **Date Submitted:** _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (Day) _____ (Cell or Evening)

Email: _____

Name of Applicant (if applicant is different from the parish sponsor and is a corporation, partnership, association or group)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ (Day) _____ (Cell or Evening)

Email: _____

Amount Requested: \$ _____ (total here and attach budget detail)

Funding Category Requested: (check all that apply)

_____ A capital need of the parish beyond the scope of the annual budget

_____ An outreach ministry and/or grant of a scope and nature beyond the ordinary work of the parish operating budget and the parish's current ministries and activities

_____ Seed money for new ministry or special one-time projects

Complete and submit the following questionnaire to describe the project/program, proposed use of funds, participants and budget. Sponsor and applicant should sign proposal. A brief report and accounting is required on a quarterly (or upon project completion) basis for each grant until the committee releases sponsor/applicant.

- 1. Describe your proposed project. In 2-3 sentences, describe the purpose of the project, origin/history if needed, and how this project supports the parish's Mission and Vision statements?**

- 2. For the Funding Category requested, describe why the project is beyond the scope of the annual budget or beyond the ordinary work of the parish or how it is a new ministry or a special one-time project.**

- 3. Identify the appropriate Clergy or Vestry member that may have oversight responsibility for the area that pertains to this project (i.e. property? Outreach? Etc.). Have you discussed this project with that person(s)?**

- 4. Will the project involve outside vendors/suppliers? Do you have bidders identified and/or bids received?**

- 5. Who are the groups from Christ Church that might be involved in this project besides the applicant? Will groups outside of Christ Church be involved in it?**

- 6. Geographically, is this a project in the community/Kensington? Montgomery County? Metro Region/ Diocese? State? National? International?**

- 7. If the parish has done this project or something similar in the past, why is your proposal different this time?**

- 8. Do you anticipate that this project will continue regularly after this infusion of effort and money? Describe any long term plan you may have.**

- 9. Provide a sources and uses of funds budget (below or attach sheet). Does your fund amount requested fulfill the total funds needed? Will this project require additional funds? What is your strategy and timing to obtain additional funds?**

- 10. What is the timeline of the project (start and end dates, other milestones) and what date(s) are the funds needed?**

- 11. What is the expected outcome of this project? How will you measure and evaluate the project's results?**