



2021 Grant Application Instructions

The mission of the Episcopal Community Services Foundation is to inspire and support each other in the living out of our Baptismal Covenant through active, generous, and committed congregations and their outward-looking ministries.

Eligibility

Who may apply for an ECM grant?

- Episcopal congregations in good standing in the Diocese of Southern Ohio
- The application must be for a ministry addressing a community need within the Diocese of Southern Ohio.
- The ministry must be congregationally-based, or a collaborative partnership with another denomination/congregation, or a participative partnership with another community nonprofit ministry/organization.

Note: *Congregations may submit more than one application but **each ministry must have its own application.***

When are applications accepted?

Applications are accepted once each year no later than 9:00 p.m. on **October 31st**.

What types of ministries does ECM fund?

Examples of the types of ministries eligible for funding include:

- *Housing* – emergency shelters; utility, rent or mortgage assistance; and assistance in applying for government programs, such as Section 8 housing and the Home Energy Assistance Program (HEAP)
- *Education and Life Skills* – job readiness skills, GED classes, applying for government assistance programs and job placement programs; study skills; health and nutrition; tutoring (especially for children/youth at risk); and literacy programs
- *Emergency Assistance* – meeting the immediate needs of individuals and families; clothing assistance programs; transportation assistance; and disaster relief
- *Food and Food Security* – food pantries; community meals and feeding programs; and community gardens with a particular emphasis on projects that **address systemic issues.**
- *Youth at Risk rehabilitation and education*
- *Social Justice to affirm the dignity of every person*

ECM does not provide funding for:

- Capital Campaigns
- Construction/Remodeling
- Salaries
- Building Expenses
- Projects appropriately addressed by other Diocesan funding sources

The typical average grant awarded is \$2,500, and the largest is \$6,000.

Criteria

What criteria does ECM use to evaluate an application?

All applications may be reviewed and evaluated by the ECM Committee. A review may include a site visit. Applications will be evaluated on the following:

Primary Criteria

1. *Congregational Commitment* – the requesting congregation **must demonstrate committed and impactful support of the ministry** both financially and through the active and significant participation of its parishioners.
2. *The Congregation is in good standing as determined by the Diocese.* This includes being current in Mission Share contributions, and up-to-date submissions of the Parochial Report, DSO Annual report, Parish Audit, the congregation's Lay Leadership list, and Membership Directory to the Diocesan Office.

Additional Criteria

The ECM Committee will take into consideration:

1. *Whether the ministry addresses a vital need in the community*
2. *The impact of the ministry on congregational vitality, ministry participants, and those served by the ministry—especially how the ministry incorporates “love of neighbor as we are loved” through compassion, grace, mercy, and justice, “respecting the dignity of every person”*
3. *Resources available to the congregation and the ministry from congregational resources, other Diocesan funding sources, outside community support, and partnerships with other churches/denominations*
4. *If the grant request is for support of a ministry that is a separate 501(c)3, the resources available to that organization, as well as the percent of the ECM donation in relationship to overall funding of the 501(c)3*
5. *Effective use of ministry resources demonstrating good stewardship of the congregation’s available resources*

We also may ask how planning is used to determine your needs and resources, as well as how you integrate faith, prayer, and study into your ministry. This may include: listening to the needs of those served and those who serve in your ministry; demonstrating openness to collaboration opportunities; discerning gifts for ministry; evaluating ministry impact; discerning opportunities for improvement; and the use of outside resources and expertise.

Instructions for Completing the Application

All requests for funding must be on an application.

You may download applications from our web site, <https://ecmsouthernohio.org/>, or contact our ECM Administrator, Andrea Owens at aowens@diosohio.org or call her at (513) 632 6013.

The application is comprised of three parts:

- PART I – CONGREGATION’S GENERAL INFORMATION
Essential information including primary contacts, phone/email, amount requested, etc.
- PART II – CONGREGATION’S FINANCIAL INFORMATION
Overall financial information including budgets and financial statements
- PART III – MINISTRY INFORMATION
Specific information including type of ministry, ministry budget, congregational support, and narrative questions

Congregations submitting grant applications for more than one ministry only need to complete Parts I and II once but must include Part III for each separate ministry.

In order to complete the application, you will need the following:

From the Congregation:

- Last year’s closing financial statements
- A copy of congregation’s operating budget for this current fiscal year
- Budget specifically for the ministry

AND if the request is for a ministry that is a separate 501(c)3:

- The 501(c)3’s closing financial statements for the prior year
- Its operating budget for this current fiscal year
- The budget specifically for the ministry (if a subset of a larger organization)
- Copy of 501(c)3 designation for our files

The 2021 Grant Application deadline is October 31st, 2020 at 9:00 p.m.

We prefer applications submitted electronically (emailed) to aowens@diosohio.org. However, if you are unable to submit your application materials electronically, please mail them to:

ECM Grant Application
Att: Andrea Owens
412 Sycamore Street
Cincinnati, Ohio 45202

You will receive an email confirmation that your grant was received. If you do not receive a confirmation, please contact us immediately.

NOTE: *If you have any problems with completing or submitting your application, please contact the ECM Administrator, Andrea Owens at aowens@diosohio.org or call her at (513) 632 6013 **before** the due date.*

Applications usually will be reviewed during November and December. If a site visit is needed, or if additional clarification is necessary, you will be contacted by our Administrator, Andrea Owens, or by a member of the ECM Committee.

Each application is reviewed and evaluated on its own merits and grant decisions typically are made in February by the ECM committee. **Announcement of the awards will be made in mid-February** by email to the Priest in Charge (or Senior Warden) and the primary ministry contacts in your application. The notification will include a copy of your congregation's award letter and grant contract. A hard copy of the announcement and contract will be mailed to the Priest in Charge (or Senior Warden) for an original signature to be returned to us. **If any of the contacts and/or email addresses in your application change, please notify us immediately.**

We're here to help you!

ECM's Committee and staff are committed to supporting your ministry and would be delighted to assist you with your application. We also are available to consult about your ministry needs and concerns. Feel free to contact ECM's Staff Liaison, Carine de Lange at cdelange@diosohio.org or the ECM administrator, Andrea Owens at aowens@diosohio.org or call her at (513) 632 6013, for assistance or if you have any questions.