



The Episcopal Diocese of Hawai'i  
2020 Program/Project Grant Request  
Guidelines and Checklist

**Grant Guidelines (Effective January 2020)**

**Purpose:**

The Diocese of Hawai'i has financial resources through the annual budget to provide grants to entities of the Diocese. The Diocesan Council Grants are a single grant process under the oversight of the Diocesan Council. Grants are to support the work of entities as they seek to engage in activities that support the Five Marks of Mission, and are in alignment with the vision and goals of TECH (The Episcopal Church in Hawai'i). Funding is designated **primarily in support of new projects** with the intent to assist groups in getting projects on a sound and sustainable footing. Consideration will be given to existing projects that have shown continued growth and impact on their communities, but need an extra layer of support in order to meet goals.

**Eligibility Requirements:**

- All entities of the Diocese may apply for funding, including parishes, schools, shared ministries, and the Camp.
- There is no limit on the number of applications each entity may submit, but the Diocese may give priority to entities that have not previously been funded in the current fiscal year.
- Applications for salaries or capital expenditures, such as equipment or improvements and repairs to Church property, are not eligible unless the application clearly demonstrates how they are necessary to carry out the intended program.

*When two or more entities collaborate on an initiative, one congregation or entity must serve as the lead applicant and administer the funds on behalf of the others.*

*Incomplete or ineligible applications will be returned to applicants for revision, and may be resubmitted for consideration.*

*The grant application must be approved by the Vestry, Bishops' committee, Chapter or Board before it is submitted to Council.*

*\*Please note—funding is not intended for emergency needs*

**Funding Allocation:**

- Based on the number of applications received; applications may be fully funded, or funded partially.
- Initiatives may be funded for up to one year. Applicants may reapply for a second year for the same initiative, but funding is not guaranteed, and is limited to two awards within five consecutive calendar years.
- Entities wishing to receive funding for more than two years for the same initiative should consult with the Bishop about the possibility of the ongoing financial collaboration with the Diocese through the diocesan budget, rather than the annual grant request process.

**Award request amounts can be up to \$5,000.00 maximum.**

**Acceptable Use of Funds:**

- Funds may only be used for approved expenses, as noted in the project budget submitted as part of the application.
- If the entity wishes to use funds differently than described in the application, they must seek Council approval by notifying the Bishop about the intended change(s) and rationale.
- Receipts are required for all expenditures.
- Unexpended funds must be returned to the Diocese.
- As a practice, funding will not be used as a reimbursement for grant request expenses already expended.

**A Note on Cost Sharing:**

*Cost sharing consists of cash contributions made to a project by the applicant by third parties, as well as third party in-kind contributions, such as donated services and goods. Though not required, applicants are welcome and encouraged to use cost sharing for projects in which the total budget exceeds Diocesan funding. Cost sharing will be considered by reviewers as a demonstration of the applicant’s commitment to the project. Please include any cost sharing information on the budget sheet. You may also make notes as to donations of time and skills.*

**Application Timeline and Submission:** Prior to submitting a proposal, applicants are strongly encouraged to contact the Office of the Bishop; the Bishop or a designee will help applicants understand initiative planning and the application process.

**Applications are accepted monthly, by the following Fridays before the Diocesan Council meeting each month. Requests will be reviewed by the Council, and determination notices given within two weeks of decision:**

**2020 Friday deadlines are as follows:**

|             |           |              |
|-------------|-----------|--------------|
| January 24  | May 22    | September 25 |
| February 21 | June 26   | October 23   |
| March 27    | July 24   | November 20  |
| April 24    | August 21 | December 18  |

Please submit completed applications via email to Denise Esposito ([desposito@episcopalhawaii.org](mailto:desposito@episcopalhawaii.org)). Completed forms are sent to the Diocesan Council for review and decision. Incomplete applications will be returned to the person submitting.

Hard copies of materials that cannot be submitted electronically should be mailed to the following address:

Office of the Bishop  
ATTN: Diocesan Council Grant Request  
229 Queen Emma Square  
Honolulu, HI 96813---2304

*Please include the application title and lead congregation name in the mailed materials, so that the mailing can be matched with the electronic submission.*

### **Application Review Information**

After a completed application and all requested material are submitted, each application will be reviewed by the Bishop and Diocesan Council, using the following criteria:

- *Significance of the project for the Diocese*
- *Applicability of the project to the proposed program area*
- *Support of the project for the Marks of Mission*
- *Feasibility of the Project*

**See pages 4-5 for descriptions and checklists.**

## **Application Content Description and Checklists:**

### **Thorough applications will:**

- 1) Articulate a clear connection to one or more of the five marks of mission<sup>1</sup>:
  - To proclaim the Good News of the Kingdom
  - To teach, baptize and nurture new believers
  - To respond to human need by loving service
  - To seek to transform unjust structures of society
  - To strive to safeguard the integrity of creation and sustain and renew the life of the earth
- 2) Align with the vision and goals of the Diocese of Hawai‘i:
  - Vision: The Episcopal Church in Hawai‘i is spiritually relevant to a dynamic body of believers – the Body of Christ – who become connected and more responsive to human needs.
  - Goal One: Transform the Episcopal Church in Hawai‘i to vital and vibrant Christian communities.
  - Goal Two: Streamline diocesan support structures to focus on life---long spiritual formation.
- 3) Provide realistic and measurable objectives in support of the applicable mission and program areas

### **Please Submit in this order:**

- Proposal Narrative (see page 5 for detailed questions)
- Project or Program Budget, with Short Narrative Explanation
  - Sample Budget Form: See Excel sheet addendum.
  - A detailed budget showing costs to applicant, and projected income/resources.
  - Please note that the budget should show ALL revenue and expenses associated with the project, and designate whether expenses are part of the funding request or cost---sharing.
  - A brief narration with your budget, explaining how requested funds contribute to the project.
- Organization’s year-to-date financial statements
  - (Income statement and balance sheet including all restricted and unrestricted funds) of the most recent calendar month and the last full calendar year.

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<sup>1</sup> “The Five Marks of Mission,” The Episcopal Church, <http://www.episcopalchurch.org/page/five-marks-mission>

## **Application Questions and Content Requirements:**

### **Proposal Narrative Format information:**

Pages: Maximum 3 pages

Margins: 1---inch margins on each side

Font: 12---point font

Spacing: Double space between paragraphs

Bullet Points: Acceptable

### **Proposal Narrative Headings and Content Requests—(please use these headings in the order listed):**

1) **Congregation:**

- Name of Requesting Congregation and contact information
- Person(s) submitting application and contact information
- Phone, e---mail, mailing address, relationship to the Congregation
- What body approved this application for submission: Vestry, Bishop’s Committee, Chapter or Board?

2) **Initiative and Funding Information:**

- Provide title of proposed initiative
- Total program/project/event budget amount
- Grant amount level requested from 1% Diocesan Council Funds

3) **Program/Project Summary:** Provide a few sentences to summarize—

- Purpose of the program/project/event
- Community or communities served

4) **Program area and Justification:**

- Explain how your request aligns with one or more of the Five Marks of Mission
- Explain how this program/project/event will impact or enhance the requesting congregation’s mission and its community

5) **Project Goals:**

- What specific goals do you hope to accomplish with this program/project/event?

6) **Background and Project Description:**

- Describe your vision and planning process to date
- Describe the existing need this program addresses
- Describe in detail the project including timeline, location, publicity, and how the project meets your stated goals

7) **Evaluation and Measurements:**

- How will you measure the progress towards your project’s goals?
- How will you determine these goals are met?
- How will you identify obstacles that are preventing you from meeting project goals and timelines?
- How will you arrive at and implement solutions to address those obstacles?
- Include benchmarks for marking the progress and evaluating results

8) **Resource Sharing Plan:**

- How will you share the fruits of your project with the rest of the Diocese?
  - If your project provides a specific service, explain how this service will be made available to other congregations in your area or to the wider diocese (and the larger community).
  - If your project establishes a specific ministry, explain how other congregations of the diocese will be invited to join in your ministry

## **Reporting and Accountability**

### ***Evaluations***

Evaluation reports should be submitted by funded entities to the Diocesan Council as follows:

- Short-term projects: a single evaluation report should be submitted within thirty days after the completion of the project.
- Long-term projects: projects of more than six months should include a mid-term update report submitted after no more than three months, and a final evaluation report within thirty days after the completion of the project, or at the end of one full year following the implementation of the ministry.

### ***Content of Evaluations***

Evaluations should be submitted to the Diocesan Council, who will review and may ask additional information. Evaluations should include:

- An assessment of the initiative, what was learned, what could be done differently in the future, photos of the implementation, and an accounting of expenditures (unused funds should be returned to the Diocese).

Successful initiatives may be shared online, with their follow-up reports so that congregations in the Diocese can see the kinds of ministries funded, and may become inspired to explore new opportunities for ministry.

### **Further Questions?**

Contact the Office of the Bishop for questions. The Bishop or a designee will respond as soon as possible.