



The
Episcopal Diocese
of **New York**

CONGREGATIONAL DEVELOPMENT COMMISSION

FIRST STEPS GRANTS

2018 FUNDING GUIDELINES & APPLICATION FORM

Congregational Development Commission: First Steps Grant

Introduction and Background

The Congregational Development Commission of the Episcopal Diocese of New York announces the availability of funding for small grants up to \$2,500 to Episcopal churches in the diocese. The sole purpose of First Steps Grants is to grow the Episcopal Diocese of New York by creating stronger and healthier parishes. A total of \$10,000 is available from the diocesan budget for this program.

Funds awarded under this program are to support projects for which applicants can articulate how they will result in spiritual and numerical growth, and have the potential to be replicated at other parishes in the diocese. ***First Steps Grants are not intended for on-going operating expenses, benevolence, or capital improvements.***

First Steps Grants Application Schedule

- | | |
|----------------------|---|
| 1. June 15, 2018 | Applications due (late applications not accepted) |
| 2. July 30, 2018 | Decisions announced |
| 3. September 7, 2018 | Funds Distributed |
| 4. December 28, 2018 | Interim progress report due |
| 5. July 15, 2019 | Final post-project evaluation due |

Proposal Selection Process

The Congregational Development Commission will review all proposals and make decisions regarding awards and grant amounts to be made. The Commission will evaluate and rate each proposal in terms of:

1. **Potential for producing spiritual growth**
2. **Potential for being used successfully in other parishes**
3. **Potential for producing numerical growth**

Grantee Reporting Requirements

A Progress Evaluation Report is included in this packet, due at the completion of the project. Reports must include a financial accounting of all grant monies.

Examples of Types of Activities to Be Supported

A parish may submit proposals for a broad range of activities provided they can clearly explain how the project will result in spiritual and numerical growth. The following examples are not exclusive, but are provided as illustrative of what may be considered. *Creativity and innovation in ministry are encouraged.*

1. Visitor and Member tracking: A comprehensive strategy to provide on-going training and support of greeters/ushers.

2. Improvements to physical plant: Equipment for a nursery, or youth and Christian education rooms. Increasing church's "curb appeal." (Please note that the Property Support Committee has funds available for the purchase of materials for painting, plastering, etc., provided volunteer labor is used.)
3. Youth and Young Adult: Program to raise up youth leaders. Partial salary for a part-time youth worker.
4. Mission in the Community: Identifying a significant community need and effecting positive change, perhaps in partnership with other community groups, with a strategy for engaging the community spiritually.

Proposal Format and Content

Applications must be postmarked, e-mailed, or hand-delivered by June 15 (no faxes, please). **Late applications cannot be accepted.** The form, content and sequence of the proposal should follow the outline presented below:

- I. **Cover Page (p. 4 of this document)**
- II. **Project Narrative**
Narratives should not exceed one typewritten page, and should include:
 - a. A brief description of your parish and surrounding community in terms of geographic, racial, economic and spiritual characteristics.
 - b. A brief description of the project's potential for spiritual and numerical growth in your parish.
 - c. A brief description of the project's potential for duplication in other parishes to similarly increase spiritual and numerical growth.
 - d. A time line of major steps for the project.
- III. **Proposed Budget for the Project (not the church)**
Provide a complete budget for the project. Identify sources of funding other than this grant.
- IV. **Estimates & Bids for Professional Services (if any)**
- V. **2017 Parochial Report**

How the Proposals Will Be Evaluated

Proposals will be reviewed and rated by the Congregational Development Commission. The Commission will make all award decisions based on their evaluation of the following:

1. **Potential for producing spiritual growth**
2. **Potential for being used successfully in other parishes**
3. **Potential for producing numerical growth**

Proposal Submission (must be postmarked, e-mailed or hand-delivered by June 15, 2018) to:

Ms. Arlene Bullard
The Episcopal Diocese of New York
1047 Amsterdam Avenue
New York, New York 10025.
abullard@dioceseny.org

If you have questions, please contact the Cn. Altagracia Perez-Bullard, Canon for Congregational Vitality, aperez-bullard@dioceseny.org. 212-316-7433.

**THE EPISCOPAL DIOCESE OF NEW YORK
Congregational Development Commission**

First Steps Grant Application Cover Page

Parish Name

Contact Person Information:

Name: -

Address:

Phone/Email:

Project Title:

Amount Requested:

Project Summary

Please confirm the following (or attach explanation why not) :

- 1. The 2017 Parochial Report has been submitted to the Diocese
- 2. The 2016 audit has been submitted to the Diocese
- 3. The diocesan assessment (or CSP contribution) is current

Required Signatures:

Rector/Vicar/Priest-in-Charge Warden

Treasurer

Application Check List

- Cover page
- One-page project narrative
- Proposed budget
- Bids and estimates for projects requiring professional services
- 2017 Parochial Report

**THE EPISCOPAL DIOCESE OF NEW YORK
Congregational Development Commission
First Steps Grants
Interim or Final Progress Report**

Parish Name

Contact Person Information:

Name: _

Address: _

Phone/Email: _

Project Title: _

Describe Progress in Meeting the Stated Objectives:

- 1. Potential for producing spiritual growth**
- 2. Potential for being used successfully in other parishes**
- 3. Potential for producing numerical growth**

Major Successes:

Obstacles Encountered:

Please attach a final financial report for the project with your final report.