

Mid-Hudson Region of the Episcopal Diocese of New York
Board of Managers Funds

GUIDELINES & PROCESS FOR THE APPLICATION FOR FUNDING

ELIGIBILITY

Board of Manager (BOM) Grants have been made available to parishes, congregations and Diocesan recognized ministries for their work in the Mid-Hudson Region through benefactors who have designated their use for furthering the mission of the Episcopal Church in the Mid-Hudson Region.

ROLE OF EXECUTIVE COMMITTEE

The Executive Committee meets twice a year to review all applications to objectively identify those programs that meet the funding guidelines. The range for grant allocations is from \$1,000 to \$5,000 with an average of \$2,500. Grant requests greater than \$5,000 will require special consideration from the Executive Committee.

The Executive Committee of the Mid Hudson Region has the authority to designate the use of income from the Board of Managers Funds held by the Diocese for use in the Mid Hudson Region. Members of the Executive Committee serve as “shepherds” for applications.

GUIDELINES

“Funds are to be considered for use within the Mid-Hudson Region if they support the purpose of extending the ministry and mission of the Church in the local community or the Region, or both.” First consideration will be given to those requests whose purposes reach beyond the single parish, collaborate with other parishes, or reach out to the community, but this is not a requirement to receive a grant. Monies may also be requested for a special program, as the Executive Committee favors and supports new, innovative collaborative initiatives. Board of Manager Funds are designated for program expenses and not for general parish operating expenses. Monies are usually not intended for building projects or other capital expenses unless these are strategic to the implementation of the project or program.

It is important that all applicants ask for what you truly need to support a successful program. If grant funds are not used for their designated purposes, and used within the specified timeline, need to be returned to the Board of Managers Fund, once it has

been determined that the program will not be pursued as planned. If situations change after the grant has been awarded, amendments to the application must be discussed with the shepherds assigned to that grant, and amendments approved by Executive Committee.

Executive Committee will send out a "six month report" form to each grant recipient. It is to be completed (with the aid of the shepherds) and returned to the Secretary of Executive Committee within two weeks of receiving it. Failure to provide this requested information will jeopardize future request for funding.

Parishes may not request monies more than once a year for a given project or program and funding will not be granted for the same purpose for more than two (2) years in a row.

The Executive Committee of the Mid-Hudson Region may grant Board of Manager Funds either for specific programs or needs that are defined by the action of the Regional Council.

Emergency grants that occur outside the application cycle may be disbursed at the discretion of the committee. These requests must clearly demonstrate or describe the emergency situation.

PROCESS

Applications for these grant monies will be received twice a year – Spring and Fall. Deadline dates will be decided and posted by the Mid-Hudson Executive Committee. Emergency requests will be considered outside the spring and fall cycles, but these applications must demonstrate a true emergency need.

Requests for grant money must be submitted using the application form along with the documentation requested on the form. A cover letter must accompany the application that will provide the Executive Committee a clear understanding of what the program is attempting to accomplish as well as how the parish is, or will be, invested in this activity (e.g. time, treasure or talent). Program budgets (not the parish budget) must be attached to the application and any new programs must have an estimated or proposed budget attached.

Parishes who want to submit an application may ask that a member of the Executive Committee meet, or confer with them individually to help them with this process prior to submission. (You are invited to contact Val Stelcen for more information, or to coordinate a visit or conference call.)

SHEPHERDING

Once an application is received *Shepherd(s)* will be assigned to the grant request. The shepherds will:

- review the application materials and alert the requestor to any missing or incomplete information;
- contact the requestor and schedule a meeting date for an on-site team visitation to discuss the program and become as thoroughly informed as possible; (if an onsite visit is not possible, a phone interview may suffice.)
- make whatever recommendations that might enhance the request;
- the shepherd(s) will present the application to the Committee and make a recommendation for action;
- within a day or two of Committee action, the shepherd(s) will communicate decisions or recommendations regarding their application;
- if a grant is approved, communicate the committee's decision. (*Decisions regarding these grants are typically made within 60 days of the deadline date.*)
- if a grant is denied, explain the reasons for the denial and advise as to whether or not the grant could reasonably be submitted again in the next cycle.
- Make contact six months after approval to solicit a written status report (*see below*).

If a grant request or other emergency funding is approved, the recipient must provide a brief, single page, written final status report to the Executive Committee within six months after receiving funding, detailing exactly how the funds are being, or were used, along with a brief program summary; specifically whether the program was successful in meeting the original mission, or if not, the lessons learned. Failure to provide this requested information will jeopardize future request for funding.