



THE EPISCOPAL DIOCESE OF OKLAHOMA GRANT APPLICATION FOR EPISCOPAL ORGANIZATIONS

Submit to: The Office of the Comptroller
The Episcopal Diocese of Oklahoma
924 North Robinson
Oklahoma City, OK 73102
Telephone: (405) 232-4820
Fax: (405) 232-4912

PURPOSE

Through the foresight and generosity of many throughout the years, The Episcopal Diocese of Oklahoma has been blessed with resources that allow us to provide grants to congregations, institutions and affiliated organizations that promote the mission and ministry of our church.

All grant requests are reviewed by the Bishop, the Finance Committee, and Diocesan Council for appropriateness and availability of funds.

To be good stewards of this resource and encourage the most effective use of grants, the following guidelines have been established to evaluate all applications.

GUIDELINES

The Episcopal Diocese of Oklahoma considers awarding grants using the following guidelines:

- The grant will support the mission and ministry of the Diocese of Oklahoma and The Episcopal Church.
- Grants are considered for congregational development and growth; new programs; and new ministries. Grant requests for deferred maintenance and ongoing budget support have a low priority.
- Consideration of grants will be given the following priority:
 - Diocesan Projects
 - Congregational Projects
 - Institutional Projects
 - Others

- Grants presuppose a matching funds formula.
- Grants will not be considered for congregations whose diocesan assessment is not paid to date and / or have not met all of the diocesan filing requirements:
 - Parochial Report
 - Quarterly Financial Statements
 - Mission Budget
 - Audit
- Grant requests from the same congregation, institution, or affiliated organization will only be considered once in a three year period.

FUNDING

Funding will be disbursed once the following is completed:

- Matching funds have been raised and are “in hand.”
- A grant agreement has been signed.
- A request for disbursement has been made in writing.

Funds will only be disbursed during the granting period and / or as specified in the grant request. Grants may not be carried forward. Any unused funds will be returned to the Diocese.

REPORTING

Grant recipients are expected to submit a written report upon completion of the project. If the project is for a period longer than six months a progress report is to be submitted for each six month period until the project is complete and a final report is filed. Reports are to document the following:

- The progress, success and results of the project in comparison to the project plan
- Comparison of actual receipts and expenditures to the project budget
- Documentation supporting project expenditures
- Determination of any unused funds to be returned to the diocese if applicable

APPLICATION

Please use the following format for submitting applications, identifying the information requested and responses.

i.e. I. Information about your Congregation

1. St. Swithins
123 My Street
Your City, OK 12345
Etc.

Attach exhibits, estimates, pictures, or other helpful information as appropriate.

Information Requested

I. INFORMATION ABOUT YOUR CONGREGATION, INSTITUTION, OR ORGANIZATION

1. Name of Organization, address, phone number, fax, email, and web address if applicable.
2. Contact person (including contact information)
3. Name and title of each member of the Vestry, Bishop's Committee or Governing Board.
4. A detail of any grants received from the Diocese in the previous ten years.
5. Financial information:
 - a. Most recent monthly financial statement, to include the market value of any savings, investments, or endowments.
 - b. Proposed budget for the year(s) in which the grant funds are to be used.

II. INFORMATION ABOUT YOUR PROJECT

1. A brief description of the project including:
 - a. The Ministry Opportunity, Program, or Need
 - b. How the project will address the above
 - c. An estimate of the number of people who will benefit directly or indirectly from this project
 - d. Pictures, if applicable
2. Project Budget including
 - a. Total Cost
 - b. Other funding sources and amounts
 - c. Amount of Grant Request
3. Three estimates for the project (or an explanation if less than three).
4. Estimated date project will begin and end.