

Number _____ Date Received _____

A COMMITMENT TO SERVE/VENTURES IN MISSION FUND GRANT PROPOSAL APPLICATION FORM FOR A DISTRICT WIDE PROPOSAL (rev. 2007)

Deadlines for filing: February 15 for June funding, September 15 for December funding

All information requested in the application must be provided for proposal to be considered.

Episcopal District Affiliation _____

Convener _____
(Name) (Signature)

By signing, the Convener attests to the acceptance of this project as a District wide Proposal by the sponsoring District.

Episcopal Congregations involved: (If more than 6, please use additional sheets of paper)

(Name) (Street Address) (Town) (Zip)

Check one: Parish 501(c)3 Diocesan Initiative

Priest (in charge) _____
(Name) (Signature)

Congregation #2 _____
(Name) (Street Address) (Town) (Zip)

Check one: Parish 501(c)3 Diocesan Initiative

Priest (in charge) _____
(Name) (Signature)

Congregation #3 _____
(Name) (Street Address) (Town) (Zip)

Check one: Parish 501(c)3 Diocesan Initiative

Priest (in charge) _____
(Name) (Signature)

Congregation #4 _____
(Name) (Street Address) (Town) (Zip)

Check one: Parish 501(c)3 Diocesan Initiative

Priest (in charge) _____
(Name) (Signature)

Congregation #5 _____
(Name) (Street Address) (Town) (Zip)

Check one: Parish 501(c)3 Diocesan Initiative

Priest (in charge) _____
(Name) (Signature)

Congregation #6 _____
 (Name) (Street Address) (Town) (Zip)

Check one: Parish 501(c)3 Diocesan Initiative

Priest (in charge) _____
 (Name) (Signature)

Priest in charge of Project

 (Name) (Signature)

 (Business telephone) (Home telephone) (Email)

Project Director _____
 (Name) (Signature)

 (Street) (Town) (Zip)

 (Business telephone) (Home telephone) (Email)

Description of project _____

Location of project (if not on church premises) _____

Period of time grant will cover ____/____/____ - ____/____/____			Total cost of project \$ _____	Amount Requested for this grant \$ _____							
Sources of Congregational Contributions and Amounts (church budget, individuals, in-kind)			Other sources (amount and name)								
<table border="1"> <thead> <tr> <th>Amount</th> <th>In-kind or Actual monetary contribution</th> <th>Which Congregation?</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Amount	In-kind or Actual monetary contribution	Which Congregation?							<ul style="list-style-type: none"> • \$ • \$ • \$ • \$ 	
Amount	In-kind or Actual monetary contribution	Which Congregation?									

--	--	--	--

Criteria checklist for filing a proposal with the ACTS/VIM Fund. (All are required)

<p><input type="checkbox"/> Completed application form</p> <p><input type="checkbox"/> Current parochial report on file for every Congregation involved (If not, which are missing_____)</p> <p><input type="checkbox"/> Current audit on file for every Congregation involved (If not, which are missing_____)</p> <p><input type="checkbox"/> Operating Budget for the program.</p> <p><input type="checkbox"/> Operating Budget for the for every Congregation involved (If not, which are missing_____)</p> <p><input type="checkbox"/> Summary of Project completed</p>	<p><input type="checkbox"/> Resolution of commitment to the project from the priest-in-charge, Wardens and Vestry/Executive Committee for every Congregation involved and the District (If not, which are missing_____)</p> <p><input type="checkbox"/> Outstanding grant balances must be accounted for before any additional disbursements.</p> <p><input type="checkbox"/> Proposals from institutions that have received ACTS/VIM grants within the past four years must complete page five.</p>
--	---

OUTLINE FOR YOUR PROPOSAL

Please use additional sheets of paper. Please type your application, if possible.

- A) Summary of project – written description of the project, definition of the population served, benefits to the population served, number served, number of participants from beyond the congregation, number of paid staff (full & part-time) and volunteers.
- B) Description of need.
- C) Background/history of the project – tell us how the project started and has developed. Has your organization developed relationships with other organizations serving the same needs or population?
- D) Goals and objectives of the project – describe the goals and objectives. (What does your project hope to achieve?)
- E) Methods to be used to achieve objectives. (What methods will you use to judge when the project has achieved its goals?)
- F) Qualifications of the project director/staff to serve the program effectively.
- G) How will the project be evaluated by you? (What steps will you take to ensure your project is assisting the population described in A and B?)
- H) Please explain how your ACTS/VIM dollars will be spent.
- I) Knowing ACTS/VIM has limited funds, what plan do you have for funding beyond ACTS/VIM, both for this granting cycle and in the future?
- J) How is this project life giving for your District/community?
- K) Please list each Congregations involvement in this project (for example, each Congregations level of volunteer involvement, space contributions and other financial contributions)

Please note:

- **a current church audit for every congregation involved must be on file with the Diocesan Finance Office as required under Canon I.7 of the National Church**
- **current Parochial Reports for every congregation involved must be on file with the Diocesan Finance Office at the time of disbursements' decisions or the Board WILL NOT fund the application**
- **read carefully the EVALUATION PROCEDURES FOR GRANT PROPOSALS on pages six and seven that lists the information that must accompany the proposal**

ACTS/VIM Fund Grant Summary

List all times this District entity and each of the Congregations involved with the grant have received ACTS/VIM monies in the past four (4) years, including month and year of receipt, amount received, how the monies were used and how this deviated from the original grant application purpose.

Project _____

Date Funds Received	Grant Number (AV-##-##)	Amount Received	How were the funds spent? Did this deviate from the original grant request? If so, how?	Which Congregation/District received the funds?

Project _____

Date Funds Received	Grant Number (AV-##-##)	Amount Received	How were the funds spent? Did this deviate from the original grant request? If so, how?	Which Congregation/District received the funds?

Project _____

Date Funds Received	Grant Number (AV-##-##)	Amount Received	How were the funds spent? Did this deviate from the original grant request? If so, how?	Which Congregation/District received the funds?

Project _____

Date Funds Received	Grant Number (AV-##-##)	Amount Received	How were the funds spent? Did this deviate from the original grant request? If so, how?	Which Congregation/District received the funds?

BUDGET FOR THE PROJECT

PROJECTED EXPENSES

Current Yr

Next Year

Salaries*

Space Costs**

Rental, lease, purchase of equipment

Supplies

Travel

Telephone

Other

PROJECTED INCOME

Current Year

Next Year

This grant

Congregation

Other funding sources

"In kind" (donations of space, equipment, etc.)

* List salaries and benefits.

** If "in kind", so note under projected income.

FINANCIAL ACCOUNTABILITY FOR ACTS/VIM GRANTS

1. Five per cent of all grants will be retained until the evaluation report and a financial accountability statement for money spent and a plan for final expenditures are received.
2. A complete financial statement is required.

Income from all sources, noting any restrictions:

ACTS/VIM	\$0000
Congregation	0000
AB Agency	0000
Other	0000
Total	\$0000

(Unless otherwise stated in the terms of the grant, it is expected that grants received from the ACTS/VIM Board will be spent proportionately with other income sources and any unexpended ACTS/VIM funds will be returned to the Board.)

Expenditures

Salaries:	Missioner	\$0000
	Part-time employee	0000
Travel Reimbursement		0000
Office Equipment:	IBM PC	0000
	software	000
Office Supplies		000
Program Expenses:		
	Tickets	000
	Rentals	000
	Printing	000 0000
Total		\$0000

(The Board may request copies of cancelled checks, invoices, receipts, etc. A signed statement noting that the grantee has these items and agrees to keep them on file for three years is required.)

BALANCE (divided between granting agencies) \$0000

DUE ACTS/VIM BOARD \$000

ACTS/VIM MISSION STATEMENT AND CRITERIA

(revised Mission Statement and Criteria adopted by Diocesan Council, June 2001)

Mission Statement:

Through financial support of programs and projects that encourage both congregational development and community outreach, ACTS/VIM endeavors to increase the activity of the Episcopal Church in the Diocese of Newark as it expresses Jesus' vision for God's people preserved in the Gospel.

ACTS/VIM funds proposals that address one or more of the following:

1. Connect congregational development and community outreach;
2. Promote inclusivity and welcoming of outsiders (or program beneficiaries) into the Episcopal Church;
3. Foster and broaden clergy and lay leadership in the congregation;
4. Demonstrate responsible stewardship of resources;
5. Offer creative vision for the church's witness and presence in the community; and,
6. Promote collaboration and cooperation.
7. Provide initial resources for new endeavors (seed money), which might otherwise be difficult to fund.

EVALUATION PROCEDURES FOR ACTS/VIM GRANT PROPOSALS

(revised December 1996, June 2001 and March 2005)

1. Proposals submitted by February 15 will be considered for spring funding, by September 15 for fall funding. Late applications will not be considered for funding.
2. At the Board's first meetings after February 15 and September 15, all proposals will be reviewed to determine whether they meet the following guidelines. If a proposal does not meet the criteria, the applicant will be notified immediately by mail of the reasons for the disqualification.
 - a. Proposals should demonstrate a clear Episcopal congregational or diocesan relationship, and should project a life giving quality to your congregation/community.
 - b. Copies of the operating budgets of the church and related institution and of the project itself for the current and past year should be included.
 - c. Qualifications and/or professional credentials of project director and/or team assigned to the project should be included, as appropriate.
 - d. Requests may not exceed \$20,000 per granting period. There is no restriction on applying for additional funds in succeeding granting periods.
 - e. Grant requests for program are given priority.
 - f. Proposals should demonstrate that the applicant has researched other funding sources, including matching funds. Grant requests must demonstrate a clear ability to receive adequate funding for the project to begin/continue.
 - g. Before funds are committed, proposals need approvals from appropriate consulting bodies: Department of Missions, Department of Program, Art & Architecture Committee,

Finance Committee, etc . Investigation by the A/V Board and consulting bodies may run concurrently. After funds are committed, consulting bodies may assist the Board in judging effectiveness of program or project.

- h. After a grant is made the Board, as part of its procedures, requires written reports on the project including financial accountability, evaluation of the goals and objectives and any problems encountered.
 - i. Before any changes in program design or costs are made during the life of the grant, written approval of the ACTS/Vim Board must be obtained.
 - j. In the event a project is not completed or is terminated, all remaining funds must be returned to the Board together with a written report of reasons for termination.
 - k. Where funds are committed to a project and that project does not start within 12 months, all funds will automatically revert back to the ACTS/Vim account for redistribution in the next granting period. The original proposal may be resubmitted, although it would then become one of any of received in the particular granting period.
 - l. The Board will provide assistance in writing proposals on request.
 - m. A current church audit must be on file with the Diocesan Finance Office as required by National Church Canon I.7.
 - n. Current Parochial Reports must be on file with the Diocesan Finance Office as required under Canon I.6.1 of the National Church.
 - o. Current Parochial Reports must be on file with the Diocesan Finance Office by the time of the meeting that disbursement of funds is decided. If the parochial report is not on file by that meeting, the application will not be considered for funding.
3. Grant requests for building repairs or construction and feasibility studies will not be considered for funding.
4. ACTS/VIM will only consider one proposal per institution for each granting period.
5. ACTS/VIM will consider funding an institution for no more than three grant periods at the maximum request of \$20,000. After the three periods, ACTS/VIM will consider funding the institution for all additional grant periods at a maximum request of \$10,000.
6. Provided the ACTS/VIM Board judges a district proposal as incorporating a majority of Congregations within its district, the proposal shall be considered a new institution for granting purposes.
7. Provided the ACTS/VIM Board judges a multi-congregation proposal as incorporating all congregations involved in the proposal, the proposal shall be considered a new institution for granting purposes.

REVIEW PROCEDURES

1. After acceptance of a proposal a liaison team, usually two to four Board members, is assigned. The team will make an on site visit to the project and will inform the applicant of the time set for a hearing on the proposal before the full board. The Board will review the proposal at its following meeting and prepare a recommendation for Diocesan Council. All applicants will be notified of the Board's recommendation to Council.
2. The Diocesan Council receives summary copies of all ACTS/VIM proposals at its March and September meetings for information. The Council receives for consideration the Board's recommendations at its May and November meetings and votes on the recommendations at its June and December meetings.

In the event that the Council does not agree with a Board's recommendation, it is referred back to the Board for reconsideration in accordance with the procedures set forth in the 1986 Diocesan Journal, page 130.

3. The ACTS/VIM Board will notify the applicant in writing of the final recommendation on the proposal after the June and December Council meetings.