

## **WHAT YOU NEED TO KNOW ABOUT GRANTS FROM THE IDAHO EPISCOPAL FOUNDATION**

### **PURPOSE:**

Grants from the Idaho Episcopal Foundation are made for start-up funds for new projects, for equipment, or other one-time purchases. **On-going operating expenses are not qualified for grant requests.**

### **WHAT TYPES OF PROJECTS IS THE FOUNDATION INTERESTED IN SUPPORTING?**

- ◆ “Mission outreach” by parishes, the Episcopal Diocese of Idaho or other agencies.
- ◆ Projects to assist in health education or human services.
- ◆ The establishment of new Diocesan congregations or renewal of existing congregations. (Must be recommended by Diocesan Council prior to IEF review.)

Projects with ecumenical funding support are encouraged.

### **WHO IS ELIGIBLE TO APPLY?**

- ◆ Parishes, missions and other activities of the Episcopal Church in Idaho.
- ◆ Non-profit agencies in Idaho, with documented 501(c)(3) status

### **GEOGRAPHICAL AND OTHER PRIORITIES**

Currently, only projects that will take place within the boundaries of the Diocese of Idaho are being funded. Projects sponsored by the Diocese of Idaho and its congregations are given priority over those from other non-profit agencies.

### **NECESSARY ENDORSEMENTS**

*For parish requests:* All requests must include letter of support from the rector, vicar, or Senior Warden in charge of congregation.

*For non-profit agencies not affiliated with the Episcopal Church:* All requests must include a letter of support from a local Episcopal parish and a letter of support from Board Chair or CEO.

### **GRANT APPLICATION**

Grants must be requested using a current IEF application form. Pay close attention to the guidelines. Ensure that all questions are addressed and all attachments are included. Incomplete applications will not be reviewed. Contact the Foundation if you have questions about the application or the process.

### **GRANT TIMELINES**

September 1	Grants must be postmarked by this date.
Early October	Grants reviewed by IEF Grants Committee
Mid-October	IEF Board of Directors makes final funding decisions
Late October	Grants announced at Diocese Convention, applicants notified
January-December	Funding checks distributed as invoices are received

# IEF Grant Request Form

## Name and Address of Organization

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

## Name and Address of Contact Person

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_

This request is for the following project, titled: \_\_\_\_\_

### Check appropriate box and fill in dollar amount

New program seed money/start up funds	\$ _____
Capital expenses (building, equipment, land)	\$ _____
Other ( <u>excludes</u> on-going operating expenses)	\$ _____

**Abstract: In 100 words or less, describe briefly this program /project, the specific way in which grant monies would be used, and how it meets your mission statement.**

Signed by: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Return this original page with grant narrative and attachments.**

For office use only: Date received: _____ Application complete Y/N: ____ Approved Y/N: ____
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## IEF GRANT NARRATIVE

**For All Requests:** In 3 pages or less, please address the following eight points:

1. *Needs assessment:* Please describe the need for your project. How have you determined the need? Does anyone else in your community provide the same or a similar service? Is this a new project or is it part of an on-going program?
2. *Target population:* Whom will your project serve? How many a year? Geographical area served?
3. *Goals and objectives:* What is the desired end result for this project, and how will you measure what is accomplished as a result of receiving IEF funds?
4. *Methods:* Describe the project you plan to accomplish with IEF funds. Include “who-what-when-where-how.” Describe what role volunteers play in your project, as well as staff.
5. *On-going funding:* How do you plan to continue this project after IEF funding?
6. *Project Budget:* Provide a brief financial statement covering the following:  
    RECEIPTS: Indicate all fund sources for this request and note if funding has been approved or is pending.  
    EXPENDITURES: Describe the various types of expenses for the project.
7. *Contingencies:* *What events or situations could occur that would impact the successful completion of this project within the one-year grant time frame.*
8. *Competencies:* How will you make sure this project is carried out properly? Who will be responsible for the project (name and phone number)? Briefly describe the experience your agency and staff have in administering grants.

**The following required attachments are in addition to the 3 page narrative limit:**

- *For Episcopal parishes:* Letter of endorsement/cover letter from the Rector or Senior Warden.
- For Diocesan requests: Letter of endorsement/cover letter from the Bishop.
- For non-parish requests:
  - ✓ Letter of support from a local Episcopal church’s clergy or Senior Warden.
  - ✓ Letter of support from the chairperson of your Board of Directors or your chief executive officer
  - ✓ Federal Tax Exempt number
  - ✓ List of Board Members

### **Mailing information:**

All grants must be postmarked no later than September 1 of the year in which it is to be considered. Return one original and 8 copies of narrative and all attachments to the following address: **Idaho Episcopal Foundation, PO Box 936, Boise, ID 83701**