

The Episcopal Foundation of the Diocese of East Carolina, Incorporated

Governing Principles of the Diocese of East Carolina

OUR CALL: Proclaim the Gospel, celebrate the Sacraments, reconcile humanity and God.

OUR EXPECTATION: The glorious transformation of lives through Christ.

OUR VOCATION: To love the Lord with all our heart, soul, mind, and strength, and to love our neighbors as ourselves.

OUR MEANS OF MINISTRY: Discipleship. Our missionary outposts (parishes) will be places where disciples are formed and, in turn, continually make new disciples.

The Foundation of the Diocese of East Carolina supports the work of the Diocese and each congregation in their work to meet the “Four Challenges for Each Missionary Outpost.”

THE FOUR CHALLENGES FOR EACH MISSIONARY OUTPOST

1 Each missionary outpost should begin one new way to routinely reach out to those who do not know Christ. The primary focus of each missionary outpost should be ministering to those who have yet to enter our doors.

2 Each one of us is an evangelist. Find someone who does not belong to a church and invite that person into the life of your parish and the fellowship of Christ.

3 Make your worship transforming and accessible, especially for youth, so that when people leave they are thirsting to come back for more. Make worship a time of miraculous expectation in which people come to church expecting to be renewed and transformed by the power of the Holy Spirit.

4 Practice radical hospitality. Besides worship, your newcomers' ministry must be the most important ministry in the parish. Create an atmosphere in each parish in which clergy and lay people feel free to take risks for the sake of the Gospel. Focus not so much on what the parish has done in the past, but on what God will do in the future.

The governing principles of the Episcopal Foundation of the Diocese of East Carolina, Inc.

The Foundation was chartered in 1957 to organize an endowment that would be a source of funds for several purposes. These purposes are outlined in the charter as amended in 1971. Included in the duties of The Board of Directors of the Foundation is the consideration of financial assistance for the purposes set forth in the charter. Grants will be considered based on compliance with the guidelines stated in the following paragraph taken from the charter.

“This Corporation is formed by the Diocese of East Carolina of the Protestant Episcopal Church exclusively for religious, education, and charitable purposes, including the purpose of holding, managing and investing property of the Diocese of East Carolina, either temporarily, for a specified or indefinite time, or permanently, and the purpose of providing (1) funds, the income from which is to be used for the promotion of new work in the Diocese of East Carolina and for the development of the religious, educational and charitable work of the Protestant Episcopal Church in the Diocese of East Carolina, (2) funds to be used for making loans to parishes, missions, diocesan institutions and church organizations for capital improvements and (3) funds for capital grants to parishes, missions, diocesan institutions and church organizations for capital

improvements.”

With every effort going toward being a benefactor and good steward of Foundation resources, the focus of The Foundation is toward grants. The Board hereby establishes a mechanism by which goals for our grantees and their accountability for these goals can be implemented. Consistent with the Foundation charter the Board of Directors has purposely determined that the focus of the application process will primarily, but not exclusively, be focused on grants. The following guidelines are hereby established to facilitate the application process.

I. GENERAL INFORMATION:

1. In an effort to be thorough in its evaluation of proposals for grants/loans the Grant Committee requests that the application be completed as directed. Submissions which are incomplete, or do not follow the requested guidelines, will be returned, jeopardizing the applicant's chances of their request being considered in a timely manner.
2. Please submit original applications on standard 8.5x11 paper. Special covers/bindings are not required.
3. Please be concise, but brief, in your submissions. Photographs and exhibits should be kept to a minimum. If additional information is needed we will contact you, or cover such questions during our site visits.
4. In order for the Grant Committee to complete their work in a timely fashion all applications need to be submitted to the Diocesan Office no later than September 1st.
5. The Board of Directors typically makes their final decision on grants/loans at their November meeting. All applicants will be notified as to the status of their application by December 1st.
6. Upon approval of an application, grantees will be asked to sign a Grant Agreement Form outlining the details governing the grant. Unless special arrangements have been made as a part of the application process, one half of the funds approved will be sent to the grantee in April of the following year, and the remainder in October of the same year.
7. Should an applicant receive a grant/loan, records substantiating that funds received have been used as requested must be maintained and available for inspection by the Audit/Accountability Committee.
8. Grants/loans must be used solely for the purposes described in the application. Any deviation must receive the approval of the Foundation Board of Directors.
9. The Foundation Board will present a plaque acknowledging the grant of financial support. This must be displayed in a timely manner.
10. Semi-annual reports should be submitted to the Foundation Board of Directors over the life of the project/program. Upon completion of the project/program a report must be sent to the Foundation Board of Directors summarizing the results. Any unutilized funds are to be returned to the Foundation.

II. PREPARATION OF APPLICATION:

PART A: Required of ALL applicants:

1. Full legal name of applicant's congregation/organization, including address and telephone number.

2. The name of the rector/vicar, Senior Warden and/or Chief Executive Officer.
3. The name of the individual preparing the application, including their address and telephone number.
4. A short paragraph describing the purpose of the application.
5. A brief description/outline of the project/program. Answer the Who, Why, What and Where questions.
6. What is the amount (\$) being requested?
7. What is the program/project budget? Include both income and expenditure information.
8. What is the estimated time frame (start to finish) for this program/project?
9. What entity/individual has oversight of this program/project? (Vestry, ECW, etc.)
10. The Foundation normally supports projects/programs where the primary funding source is the congregation/organization. If that is not the case with this application, please explain why.
11. What other sources of funding have you solicited in support of this program/project?
12. Upon completion of this program/project will there be an ongoing financial need for support (maintenance, utilities, payroll, etc.)? If so, what is the estimate, and where will those funds come from?

PART B: Required Supporting Documentation, if a church or congregation is the sponsoring applicant:

1. How does/will this program/project impact the stewardship and evangelism programs in your congregation?
2. If this application is in support of a building process (i.e., bricks & mortar) have you received Diocesan Standing Committee approval? If so, please include a copy of their letter of approval.
3. Provide copies of the LAST THREE YEARS of your:
 - a. Parochial Report
 - b. Financial statements, including Endowment information
 - c. Diocesan pledge history with any necessary explanations
4. Other documentation:
 - a. # Of Pledging/Giving Units in the church
 - b. Current annual budget
 - c. Current Average Sunday Attendance
 - d. A photocopy of the church's non-profit status 501(c) (3).
 - e. A copy of the vestry minutes authorizing the grant application
 - f. A listing of any outstanding debts, including monthly payments.

Please send the completed application, to arrive no later than September 1st, to:

The Episcopal Foundation of the Diocese of East Carolina, Inc.
 The Diocese of East Carolina
 P.O. Box 1336
 Kinston, North Carolina 28503

Please mark the outside of the envelope "Grant Application"