

# 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.

## **GENERAL INFORMATION**

The Foundation receives numerous grant proposals. To facilitate the review process, it is essential that the person(s) preparing the request follows the instructions as closely as possible. The Foundation attempts to be thorough in its evaluation of proposals and to be responsive in reporting decisions made by its Board of Directors.

The grant proposal must follow guidelines listed under WHO MAY APPLY, PROCEDURES, and PREPARATION OF PROPOSAL.

Applicants who submit the traditional application form must use 8.5 by 11 paper. Submit the original copy only. This application must be mailed or hand delivered and arrive at Diocesan House before the close of business day on September 1<sup>st</sup>. If September 1<sup>st</sup> falls on a weekend or a holiday, the deadline is at the end of the first business day for Diocesan House following.

Applicants using the electronic mail application option must have their application submitted and received at Diocesan House by the same deadline.

Information included in the proposal should be brief. It is not necessary to include letters of recommendation from other sources. Photographs and exhibits should be kept to a minimum.



## **WHO MAY APPLY**

1. Applications submitted by a parish must have the written, signed, and dated approval of the vestry of that parish.
2. Charitable organizations may submit an application with written, signed, and dated approval from the vestry of the sponsoring parish. This sponsoring parish can be the sole sponsor of the charitable organization or the parish can be one of the sponsoring entities of the charity.
3. Applications from Trinity Center, the Episcopal Farmworker Ministry, and other entities of the Diocese of East Carolina must have the written, signed, and dated approval of their governing boards.
4. No applicant can receive funding more than twice in three years going forward.

## **PROCEDURES**

1. For a grant proposal to be considered by the board, it must be submitted to the diocesan office by the deadline. No exceptions, please! Lead time is required so that the committee will have time for study, discussion, and a decision on whether to recommend the grant before the entire board.
2. Following action taken by the Board of Directors at their November meeting, the applicant will be notified whether or not the grant is approved. If approved, grantees are required to sign and return a Grant Agreement form prior to the distribution of funds. Granted funds will be sent to the grantee no later than January 31 of the following year.
3. Records must be maintained by the grantee to substantiate proper disbursement of funds received. The records shall be available for Foundation inspection upon request.
4. Upon completion of the project or program, a report must be sent to The Foundation describing results and summarizing the utilization of funds. Any funds not used during the specified grant time period shall be returned to The Foundation.
5. Grants must be used solely for the purpose and the time period described in the grant proposal. Any deviation must receive approval from The Foundation.

## **PREPARATION OF PROPOSAL**

PART ONE (please read carefully and answer each question to your fullest ability)

1. The full legal name of applicant, their congregation or organization, and the address, telephone numbers, and e-mail addresses for both the applicant and their congregation or organization.
2. Telephone numbers and email addresses for the parish priest, senior warden, junior warden, and/or where applicable, the chief executive officer of an organization.
3. Name of individual preparing the grant proposal, title, business address and telephone number and e-mail. (If identical to #1 above, indicate "same.")
4. The specific purpose of the grant request. (a concise statement is preferred)
5. A brief description or outline of the project or program, to include the points listed in the decision making process, as outlined below:
  - a. What is the issue?
  - b. What is the goal of the project or program?
  - c. How does the grantee plan to execute the solution?
  - d. What is the grantee's experience?
  - e. How will results/outcome be measured?
  - f. In what ways will the project or program further the Governing Principles of the Diocese and the Bishop's Challenges (listed at the beginning of this document)?
  - g. What is the rationale for Foundation support?
6. Dollar amount requested.
7. Project or program budget, including income and expenses.
8. Who will directly control the project? (i.e. Vestry, ECW, Board of Directors, etc.)

PART TWO Answer the following questions.

1. Is the grantee seeking other sources of funding? If so, what are:
  - a.) The assured funds, source and amount, and
  - b.) The requested funds, source and amount.
2. If funded, what plans does the grantee have for future financial needs for the project or program?
3. Is the project or program intended to generate funding? If so, provide financial projections.
4. The Foundation normally supports projects or programs by assisting congregations or organizations who provide most of their own funding. If you are requesting that the Foundation provide a larger percentage of the funding, what is the rationale for that request?

### PART THREE

Include the following information:

1. Church applicants: state size of church, membership, number of giving units, and total annual budget.
2. Organization: include a photocopy of the applicant's exemption letter under 501 (C)(3) of the Internal Revenue Code and a copy of IRS Form 990 (if filed.)
3. Include a copy of the Vestry and organization governing body's minutes indicating authorization of the grant proposal.
4. for either a church or organization, list: a.) the amount and terms of any outstanding debts  
b.) a brief description of principal assets owned (land and buildings)
5. Include a copy of the current parochial report and a copy of the most recent parish audit.

### PART FOUR

Please sign the "Release Form" for any photographs sent with application or taken by Grant Committee to be published. You can find this form attached. Extra copies can be found online at the [Diocesan Website](#). Please sign a separate form for each individual.

As an option, the applicant may include information which will support the grant proposal, such as printed materials, photographs, etc.

Applicants using paper form should send the completed proposal in a large envelope, mailed flat, with first class or priority mail postage to:

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

Please mark outside of envelope "Grant Proposal"

Applicants using electronic form should submit their applications and photo releases via email to Patricia Millhouse at [pmillhouse@diocese-eastcarolina.org](mailto:pmillhouse@diocese-eastcarolina.org).

Diocese of East Carolina's Media and Photo Release Form

The undersigned participate does agree/decline to grant the Diocese of East Carolina permission to record on film, videotape or audio tape, his or her participation in diocesan events. He or she further agrees/declines that any or all material recorded may be used, in any form, as part of any future production(s) made by or for the Diocese, and further, that such use be without payment fees, royalties, special credit, or other compensation.

Check One:     I Agree     I decline

Participant Name:

Participant Signature:

Date:

*Necessary for all participants under the age of 18*

Parent/Guardian Name (Please Print):

Date:

