**­­Return by March 1st**[[1]](#footnote-1)† **at NOON**

**via e-mail to** [**jking@dioceseofnewark.org**](mailto:jking@dioceseofnewark.org)

**via fax: 973-622-3503 (Attention: John A. King)**

**via mail: ACTS/VIM Grants c/o John A. King,**

**Episcopal Diocese of Newark, 31 Mulberry St., Newark, NJ 07102**

**APPLICATIONS RECEIVED AFTER MARCH 1st† WILL NOT BE CONSIDERED!**

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

**Mission Statement**: Through financial support of programs and projects that encourages 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.

**Grant Proposals Sought**: ACTS/VIM (A Commitment To Serve/Venture In Mission) funds program proposals which address one or more of the following:

• Connect congregational development and community outreach.

• Promote inclusivity and welcoming of outsiders (or program beneficiaries) into the Episcopal Church.

• Foster and broaden clergy and lay leadership in the congregation.

• Demonstrate responsible stewardship of resources.

• Offer creative vision for the church's witness and presence in the community.

• Promote collaboration and cooperation.

• Provide initial resources for new endeavors (seed money), which might otherwise be difficult to fund.

**Grant Awards**: Requests may not exceed $20,000 per granting cycle.

**Grant Duration:** Grants will be awarded for a period of one year. All grantees are required to submit a written evaluation report at the end of the grant period. SeeEvaluation Report attached to this application. Future grants from this Fund and from other Diocesan loans and grants funds

are conditioned upon receipt of this report.

If grant funds are not disbursed within one year of the grant award, a written request for an

extension must be submitted to the Board.

**Grant Review Procedures:**

1. After acceptance of a proposal a liaison team, usually two 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. These visits are mandatory and should be completed no later than one week prior to the hearing date. If the visit is not completed your

application will not be considered during this cycle.

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’s Engaging the World Action Team receives for consideration the Board's recommendations and the Diocesan Council ratifies the recommendation. In the event that the Engaging Action Team 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. Once a proposal has been submitted the amount requested cannot be modified.

4. The ACTS/VIM Board will notify the applicant in writing of the final recommendation on the proposal after the Diocesan Council meeting.

**Evaluation Procedures for ACTS/VIM Grant Proposals**:

1. Proposals submitted by **NOON** on March 1st[[2]](#footnote-2)† will be considered. Late applications will not be considered for funding.

2. At the Board's first meetings after March 1st [[3]](#footnote-3)†, 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.

1. Proposals should demonstrate a clear Episcopal congregational or diocesan relationship,

and should project a life giving quality to your congregation/community.

1. Copies of the operating budgets of the congregation or related institution and of the project

itself for the current and prior year’s actual results should be included.

1. Qualifications and/or professional credentials of project director and/or team assigned to

the project should be included, as appropriate.

1. Requests may not exceed $20,000 per granting period. There is no restriction on applying

for additional funds in succeeding granting periods.

1. 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.

1. 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.

1. 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.

1. 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 those received in the next granting period.

i.) The Board will provide assistance in writing proposals upon request.

3. Grant requests for mission trips, building repairs or construction and feasibility studies will not be

considered for funding by ACTS/VIM.

4. ACTS/VIM will only consider one proposal per institution for each granting period.

5. Provided the ACTS/VIM Board judges a district proposal to have the support of a plurality of the district, and to introduce a new ministry serving the district, the proposal shall be considered a new

institution for granting purposes.

6. 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.

**Grant Agreement - Accountability for ACTS/VIM Grants**: The signing of a **grant agreement** will be required prior to the release of the funds after a grant is recommended and ratified. The

terms of the agreement will be:

1. To use the grant to fund the initiative described in their proposal.

2. To keep financial records relating to this grant that the ACTS/VIM Board may request.

3. To return any unspent grant funds to the ACTS/VIM Board no later than one (1) month after the

end of the grant calendar year.

4. If grant funds have not been disbursed within 90 Days of the grant award, the organization must

submit an updated request for funding.

**Payments of grant funds awarded will not be made before receipt of this signed agreement.** (*The Grant Agreement will be mailed to applicant after funding recommendation has been made by*

*ACTS/VIM Fund Board*. *Recommendation will still require ratification from Diocesan Council.*)

**Safe Church Training:** If funding is sought for programs providing services to children and youth, completion of *Safeguarding God’s Children* on-line training must have been completed with the last five years for clergy engaged in ministry or service to the church, all paid personnel (whether employed in areas of ministry or other kinds of services in the church) and volunteers working or

supervising children and youth in congregational settings.

**Application Cycle.** The Board will receive and consider on an annual basis grant applications from

congregations and related institutions throughout the Diocese of Newark.

**Contact Information.** For information, comments or suggestions please contact Mr. John A. King (contact info below)

**Submit Application and Required Financial Information (via Email or regular mail) to:**

ACTS/VIM Grants

c/o John A. King

Episcopal Diocese of Newark

31 Mulberry Street

Newark, NJ 07102

[jking@dioceseofnewark.org](mailto:jking@dioceseofnewark.org)

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**APPLICATIONS RECEIVED AFTER MARCH 1st at NOON WILL NOT BE CONSIDERED!**

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

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of church/organization to which grant would be paid. Please list exact legal name:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of church/organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check as many as apply: [ ] Congregation [ ] 501(c)(3) [ ] Diocesan Initiative [ ] First Time Applicant

Project name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of grant (one sentence): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Clergy-in-Charge/Warden: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director/Project Director (or other contact person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home/cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total congregation or institution budget (for current year): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total project budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Purpose of Grant:**

Please summarize in a short paragraph a summary of your grant request. Briefly explain why you are requesting this grant and how you will spend the funds if a grant is made.

1. **Narrative – Suggested limit of three – five pages maximum ( 1” margins, Arial 12pt)** 
   1. Background.
      1. Please describe the needs of the community/congregation that you work to address, and the population that your organization serves.
      2. Current programs and accomplishments.
      3. Provide background/history of the project. Has your organization developed relationships with other organizations serving the same needs or population?
   2. Funding Request. Please describe the program or project for which you seek funding.
      1. How will this grant be used?
      2. Describe the goals and objectives of the project.
      3. Strategies that you will employ to implement the project.
      4. Proposed staffing for the project and their qualifications. (Number of paid full-time staff; number of paid part-time staff; number of volunteers.)
      5. Anticipated project length (if defined)
      6. What plans do you have for funding this project, both for this granting cycle and in the future?
      7. What percentage of the congregation is involved? In what capacities do church members serve?
      8. If this is a district application or multi-congregation application, list how each congregation will be involved with this project.
   3. Evaluation. Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.
2. **Financial Information to be Submitted:**
3. An operating congregational or institutional budget for the current fiscal year
4. An operating budget for the program. Indicate the specific uses of the requested grant.
5. Prior year’s actual results for congregation/institution and program.
6. A list of all sources of income toward the project, actual and prospective, with amounts.
7. **Supporting Materials and Application Checklist**
8. Diocesan Requirements for financial reporting and Safe-Guarding God’s Children Training.
9. Resolution signed from the Clergy, Wardens and Clerk of the Vestry/Executive Committee in support of the application
10. Budget Worksheet
11. Evaluation Report from current application

|  |
| --- |
| **Application Checklist**  **Applicant must complete this checklist for submitting a proposal to the ACTS/VIM Fund.** |
| [ ] Completed Cover Sheet and Application Form  [ ] Prior year’s actual results for congregation/institution.  [ ] Prior year’s actual results for program (if applicable)  [ ] Current year’s operating budget for the congregation or institution  [ ] Current year’s operating budget for the program  **For past grant recipients**:  [ ] Outstanding grant balances must be accounted for before any additional disbursements.  [ ] Report from previous grant filed with the diocese  [ ] Resolution from Clergy, Wardens and the Vestry/Executive Committee in support of the application  (Resolution should include at least two signatures from above categories) |

**DIOCESAN REQUIREMENTS**

**To apply for and receive a grant or loan from the Diocese of Newark, you must be in compliance with all the following obligations and financial reporting requirements of the diocese:**

\_\_\_\_\_ Current Parochial Report on file

\_\_\_\_\_ Current Church Audit on file

\_\_\_\_\_ Current Pledge Commitment Card on file

\_\_\_\_\_ Safe Church Training certification. The following people need to have taken the *Safeguarding God’s Children* online training within the last five (5) years:

1. All clergy whether stipendiary, non-stipendiary, or otherwise who are engaged in ministry or service in the congregation.
2. All paid personnel whether employed in areas of ministry or other kinds of services in the congregation. For example, sexton, secretaries, youth minister, choir director, Christian Education Directors, school personnel, etc.
3. Volunteers who are working with or supervising children and/or youth in the congregational setting.

For information on Safe Church training, contact Jane Jubilee, Administrative Assistant for Diocesan Services, at [jjubilee@dioceseofnewark.org](mailto:kkawecki%40dioceseofnewark.org) or 973-430-9902.

For questions on financial reporting requirements, contact Paul Shackford, Chief Financial Officer, at [pshackford@dioceseofnewark.org](mailto:pshackford@dioceseofnewark.org) or 973-430-9983.

**PROGRAM FINANCIAL WORKSHEET**

|  |  |  |
| --- | --- | --- |
| **EXPENSES** | **Past Year Actual** | **Current Year Budget** |
| Salaries\* |  |  |
| Space Costs\*\* |  |  |
| Rental, lease, purchase of equipment |  |  |
| Supplies |  |  |
| Travel |  |  |
| Office Expenses |  |  |
| Other: |  |  |
| Other: |  |  |
| Total: |  |  |

|  |  |  |
| --- | --- | --- |
| **INCOME** | **Past Year Actual** | **Current Year Budget** |
| This grant |  |  |
| Congregation *(If Applicable*) |  |  |
| "In kind" (donations of space, equipment, etc.)\*\* |  |  |
| \*\* |  |  |
| Other funding sources: |  |  |
| Other: |  |  |
| Other: |  |  |
| Other: |  |  |
| Total: |  |  |

\* List salaries and benefits.

\*\* If "in kind", describe under income.

*Thank you for your interest in the ACTS/VIM Fund. All requests will be given consideration. Members of the ACTS/VIM Board will contact you regarding site visits. Presentation dates and times for your organization will be forthcoming.*

**Volunteer Network:** We provide a listing to our churches and youth groups of volunteer opportunities with the organizations that receive ACTS/VIM Fund grants.  Please indicate if your organization would like volunteers from within the Diocese of Newark \_\_\_ **YES** \_\_\_ **NO** *(A separate volunteer information sheet will be supplied to interested applicants)*

**EVALUATION REPORT**

Name of Congregation or Institution:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Case Number (AV-YY-##): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Grant case number can be found on any correspondence, on the Grant Agreement, or on the check stub)

Grant project name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your evaluation report should address the following questions:

1. Who was the population served? Did you receive feedback? If so, what was it?

2. What were your goals?

3. Did you or did you not achieve your goals? If not, why not? What did you learn?

4. How did this project further your ministry or mission?

**Any future funding will depend on the submission of this evaluation report.**

1. † The deadline is defined as March 1st, however if March 1st is a Saturday or Sunday, the deadline will be on the next Business Day (the 2nd or 3rd) – See website for exact dates each year. [↑](#footnote-ref-1)
2. † The deadline is defined as March 1st, however if March 1st is a Saturday or Sunday, the deadline will be on the next Business Day (the 2nd or 3rd) – See website for exact dates each year. [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)