

EPISCOPAL DIOCESE OF PITTSBURGH

PITTSBURGH EPISCOPAL FOUNDATION THE CHAPLAINCY ENDOWMENT GRANT APPLICATION

INTRODUCTION

Welcome Grant Seekers!

The Pittsburgh Episcopal Foundation of the Episcopal Diocese of Pittsburgh is pleased to announce The Chaplaincy Endowment, established in 2000 by a generous benefactor and the additional generosity of the people of the Episcopal Diocese of Pittsburgh. The mission of The Chaplaincy Endowment is to provide a means of expanding and enhancing opportunities for effective pastoral care in Christian chaplaincy settings in Western Pennsylvania. Effective pastoral care provides a safe environment, promotes the spiritual development of individuals as well as the well-being of society and fosters solid values and exemplary citizenry.

FUNDING THEME

The Pittsburgh Episcopal Foundation will carry out the mission of The Chaplaincy Endowment by making strategic grants in Western Pennsylvania which strengthen existing Christian chaplaincy programs and provide seed money for startup chaplaincy opportunities. The Foundation welcomes grant applications from individuals, associations, agencies and host institutions. No formal chaplaincy training is required (unless required by the host institution) and Episcopalians and non-Episcopalians alike are welcome to submit applications.

Applicants are encouraged to be innovative in designing programs and projects to be funded. Requests that make a strong case for addressing the needs of underserved populations will receive strong consideration. Health and elder care institutions, educational institutions and correctional institutions have traditionally benefited from chaplaincy programs but given the recent changes in our society, have found it more difficult to support these efforts. Newer opportunities for chaplaincy services exist in disaster relief, domestic disputes, and separation of combatants and at crime scenes. The Committee and the Board are particularly interested in funding programs that ultimately will be self-supporting. Individual grant requests may not exceed \$8,000.00.

GRANT APPLICATION PROCESS

Initial Application

The initial application should include the following:

1. A Cover Letter addressed to the President, Pittsburgh Episcopal Foundation and signed by the applicant (if an individual) or by the Executive Director or Board President (if an organization).
2. Preliminary Fact Sheet (included within this document)
3. One-page Summary of the request.

Some tips on preparing the initial application are included later in this package.

Initial applications may be submitted throughout the year for review by the Program Grants Subcommittee of the Foundation Executive Committee which will determine, after an in-person interview, whether to request a completed application or to deny the request, taking into consideration the clarity and purpose of the proposal. Applicants will be notified in writing following: (1) receipt of their initial application and (2) the Subcommittee's review regarding the status of their initial application.

Full Applications

Full grant applications are processed two times per calendar year. Applicants who have been notified to proceed with a full grant proposal should submit completed applications as outlined below by February 1 or August 1. The full detail of the Grant Application Format is outlined later in this document. Completed applications will be considered as expeditiously as possible. Final decisions are expected to be announced in mid-March and mid-September by the Board of Trustees, Episcopal Diocese of Pittsburgh.

In addition to the information provided within the full grant application, please be prepared to answer any additional questions the Subcommittee may have. As part of its due diligence, the Subcommittee may require additional personal interviews and/or a site visit following review of the grant application.

GRANT AWARDS

The Executive Committee of the Pittsburgh Episcopal Foundation and the Board of Trustees, Episcopal Diocese of Pittsburgh have established a maximum grant of \$8,000.00 annually per grant recipient. No grant recipient will receive a grant, regardless of its size, for more than two consecutive years. Grant monies will be disbursed twice per grant year. Progress reports from grant recipients will be due twice per grant year at intervals to be determined.

The Diocesan Board of Trustees reserves the right to withhold the initial funding and any subsequent funding for any reason. Funding is contingent upon the submission of all necessary documents and agreements, evidence of internal clearances, and all necessary certifications, criminal background checks and sexual abuse training as may be required by the diocese and host institution.

PREPARING THE INITIAL APPLICATION

1. It is important that you are clear about your mission and purpose for seeking funds.
 2. The Cover Letter should be signed by the applicant, if an individual, and by the Board President and/or Executive Director, if an organization.
 3. Be sure that the Preliminary Fact Sheet is accurate and complete. (The Preliminary Fact Sheet, if not attached hereto, can be found on the diocesan web site (www.pgh.anglican.org) and is also available through the Development Office, Episcopal Diocese of Pittsburgh.)
 4. The one-page Summary should focus on the major points of the request and include the following:
 - a brief description of the program or project
 - targeted population being (to be) served
 - why the program is important (discuss potential impact, and recent outcomes if existing program)
 - why the grant request should be considered and approved
 - time period of the program or project
 - name of the contact person
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PRELIMINARY FACT SHEET

For Use if an Individual

Date of Application: _____

Legal name of Individual Applying: _____

Mailing Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ E-mail: _____

Project Name: _____

Purpose of Grant (one sentence): _____

Beginning and Ending Dates of the Project: _____

Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served: _____

Signature _____ Date: _____

Typed Name: _____

PRELIMINARY FACT SHEET

For Use if an Organization

Date of Application: _____

Legal name of Organization Applying:

(Should be the same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____

Current Annual Operating Budget: \$ _____

Are you currently receiving United Way Program Funding? Identify programs and amount:

\$ _____

\$ _____

\$ _____

Executive Director: _____ E-mail: _____

Contact Person/Title (if different from Executive Director):

Address (principal/administrative office):

Mailing Address, if different from above:

City _____ State _____ Zip _____

Phone: _____ Fax: _____ Website: _____

Project Name:

Purpose of Grant (one sentence):

Beginning and Ending Dates of the Project: _____

Amount Requested: \$ _____

Total Project Cost: \$ _____

Geographic Area Served:

Signature, Board of Directors Chairperson: _____

Date: _____

Typed Name and Title:

Signature, Executive Director: _____

Date: _____

Typed Name and Title:

GRANT APPLICATION FORMAT

In your own words, address the questions and issues posed in this outline. It is intended to reflect the general interests and concerns of the Program Grants Subcommittee. You may deviate from this outline as necessary. Please be thorough, yet strive for brevity.

A. NARRATIVE

1. Purpose of Grant

- Describe the proposed program or project.
- Identify the needs/problems to be addressed, target population and number of persons to be served by the project.
- Describe the project goals and objectives, and your plan to meet them.
- Define the project as a new or continuing program. Can it serve as a model program?
- Identify other organizations, partners or funding sources participating in the project and their roles.
- Provide a timetable for implementation.
- Identify long-term funding resources and suggest how the program will become self-sustaining
- Outline the risks and challenges that must be overcome in order for the program to be successful

2. Background information

- How has your own background prepared you to be uniquely qualified for this type of program?
- If a new project, describe how you have come to understand the need for this project?
- If an existing program, outline current activities and highlight accomplishments.
- State your mission and goals, future challenges and long range plans.

3. Evaluation

- Describe your plan to document progress and measure results. Semiannual evaluation and expenditure reports will be required for every grant awarded.

B. ATTACHMENTS

Please include the following attachments:

- Resumés and/or job descriptions of key personnel involved in the project.
- Financial statements, including program or operating budget
- List of other funders, potential funders and amounts committed or requested,
- Letters of support (optional) that substantiate need for the project and collaboration.

GRANT APPLICATION BUDGET

An accurate, detailed budget for proposed projects is a primary requirement of every grantmaker. This portion of your proposal should break down the total budget into the specified items listed below. As long as your budget is typewritten and contains the following information, feel free to submit it in a format that is convenient for you.

A narrative description listing budget assumptions and explaining unusual budget items should be included. If applicable, the percentage of “overhead” applied to the project should precede the itemized listing. “In-kind” expenses and donations or matching funds should also be described.

Please include an explanation of how the project could become self-sustaining and identify opportunities for other sources of funds, initially and in the future.

A. PERIOD

Please specify the budget period, e.g., January 1, 2004 to December 31, 2004

B. EXPENSES

Please itemize the following expenses. Be sure to include any additional items relevant to your particular program. Provide an expense total.

- Salary or stipend
- Materials, supplies and equipment
- Travel and Transportation
- Meals
- Communications (telephone, fax, paper, postage, printing, copying)

Total Expenses

C. FUNDING

Please include all confirmed and anticipated sources of funding for the period in question. Provide a funding total.

- Government grants and contracts
- Foundations
- Corporations
- Earned income
- United Way, Combined Federal Campaign or other federated campaigns
- Individual contributions
- Fundraising events and product sales
- Membership income
- In-kind support
- Additional revenue

Total Funding

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