



Episcopal Charities
A Commitment to Caring

Youth Opportunity Grant Application 2010-2011 Grant Cycle

Grant Applications due Friday, February 12, 2010 at 5:00 p.m.

ABOUT THIS FORM:

This form has been created using Microsoft Word. While we understand that not every applicant may have access to a computer and this program, nonetheless we strongly urge you to complete the document using a computer.

On most pages, gray boxes indicate where information should be typed. To type your answer, simply click the gray box once and begin typing. (The gray boxes will not appear when the document is printed.)

PLEASE NOTE that there are some changes to grant guidelines, as well as to our process for application. **Applicants are instructed to indicate intent to apply by Friday, January 22 at 5:00 p.m.** This may be done by sending a simple letter/message including:

- name of program and name of sponsoring parish
- days and hours of operation for the program
- any days between Feb. 15 and March 5, 2010 that are NOT appropriate for a site visit
- contact name and information for the arrangement of a site visit, and notation that you have read the new eligibility requirements and grant guidelines (*see next page*).

This intent to apply may be submitted by e-mail to ssmith@dioceseny.org or by mail to The Rev. Sam Smith, Episcopal Charities, 1047 Amsterdam Ave., New York, NY 10025.

In order to qualify for these grants, programs should work with children and youth, in addition to meeting other eligibility criteria (listed on the next page). The types of programs funded in this cycle include: after school, arts & entertainment, job readiness, social justice, summer camps and teen parenting. Programs meeting the needs of adults are funded through Episcopal Charities' Basic Human Needs cycle, for which application may be made each fall.

Questions about this form or about Episcopal Charities may be directed to The Rev. Sam Smith, Associate Director for Programs.

General Eligibility Requirements and Grant Guidelines

The Board of Episcopal Charities has recently reviewed grant eligibility guidelines in an ongoing effort to help strengthen parish-based human service programs. Our task is to exercise care, objectivity, and responsibility in identifying those programs that meet our funding guidelines, while being certain not to exclude any eligible program that may have been supported in the past.

Please consider the following requirements as your starting point. Any program submitting an application for support must be able to demonstrate:

Congregational Connection

Programs must be sponsored by and in partnership with one or more Episcopal congregations within the Diocese of New York as evidenced by the presence of these characteristics:

At least one of these three:

- The congregation is ultimately responsible for the effective delivery of services and the management of the program and the grant funds for which it applies;
- Members of the congregation are involved in the program's activities, as a significant number of volunteers, and/or a majority of the board, or a majority of the advisory committee members;
- The congregation provides material financial and/or substantial in-kind support to the program.

At least one of these two:

- The program is described as an integral part of the congregation's mission;
- The program is clearly identified as a ministry of the congregation.

Community Outreach

The program must represent an effort by a local congregation or group of congregations to respond to an identified need affecting members of the community in which the congregation is located.

Clients' Eligibility for the Service

Any person needing the service offered is eligible to receive the service. Eligibility for services cannot be determined by church membership, faith, or participation in church activities.

Non-Religious Program Content

Programs must be non-sectarian and inclusive, and services provided cannot include religious content.

Quality and Impact of Program

Episcopal Charities will consider the following issues as it evaluates grant applications:

- How are clients changed in ways that give promise of more productive and satisfying lives?
- Are there alternative programs in the community?
- Is the program sustainable?
- How many clients are served?
- How many services are offered?
- What is the quality of services delivered?
- Is there evidence of efforts to collaborate with and/or leverage other outreach efforts in community?

Grant Allocation Limitation

The average grant in our Youth Opportunity cycle for 2009-2010 was \$6,900 with a range of \$2,500 to \$12,000. Grant requests should fall roughly within these parameters.

Episcopal Charities seeks to make a substantial impact on all of the Parish Programs that it supports. To achieve this goal, we will only target funding Programs where our financial support would be a minimum of 10% of the Program's operating expenses. Funding levels of 5% or less will generally be denied.

Because Episcopal Charities believes this it is important for a Program to seek and secure numerous sources of funding in order to assure successful sustainability, we will only fund programs where our financial support would be less than 70% of prior year operating expenses. Additionally, any Program that receives our maximum 70% funding would automatically have its maximum funding reduced over the following 3 years to 60%, 50%, and then 40% thereafter.

Application Calendar

Intent to Apply Deadline	Fri, Jan. 22, 2010 @ 5:00 pm
Grant Application Deadline	Fri., Feb. 12, 2010 @ 5:00pm
Notification Letters Mailed	April 16, 2010

(Notification date changed from previous version of app.)

If this is your first application: All new applicants must attend the grant writing workshop, which will be held on Wednesday, January 13, 2010 at 6:00 PM in Room 105 of Diocesan House.

Intent to Apply: All applicants are asked to indicate their intent to apply for a grant by sending a simple letter/message including: name of program and name of sponsoring parish; days and hours of operation for the program; any days between Feb. 15 and March 5, 2010 that are NOT appropriate for a site visit; contact name and information for the arrangement of a site visit; and notation that you have read the new eligibility requirements and grant guidelines. Intent to apply may be submitted by e-mail or regular mail to The Rev. Sam Smith, Associate Director for Programs, by January 22, 5:00 p.m.

If you'd like help with the application: Episcopal Charities' staff will be pleased to review a draft of your proposal before the deadline. This review will help you revise the proposal, if needed, and submit a complete proposal. However, this staff review does not guarantee that your proposal will be funded. To be reviewed, please submit your application by Monday, February 1, 2010.

Core Values: Episcopal Charities considers the following issues as it evaluates grant applications:

- How are clients changed in ways that give promise of more productive and satisfying lives?
- Are there alternative programs in the community?
- Is the program sustainable?
- How many clients are served?
- How many services are offered?
- What is the quality of services delivered?
- Is there evidence of efforts to collaborate with and/or leverage other outreach efforts in community?

Applications should be hand-delivered or mailed to:

The Rev. Sam Smith
Episcopal Charities
1047 Amsterdam Avenue
New York, NY 10025

Questions?

Contact The Rev. Sam Smith,
ssmith@diocesenyc.org,
or 212-316-7426

Be Sure that:

- ✓ Every line on the application form is filled in either with information or "Not Applicable."
- ✓ You file a separate proposal and budget for each individual program.
- ✓ The proposal follows the outline, in order, with no omissions.
- ✓ Each line of the checklist (page 9) is checked off and initialed.
- ✓ One signed and dated copy of the checklist is filed with the application materials.

Late applications will not be accepted



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Program Name: _____

Sponsoring Congregation Information

Sponsoring Congregation or Diocesan Entity: _____

Congregation Address: _____

City: _____, NY • Zip: _____

Phone: _____ Fax: _____

Clergy person-in-charge of Congregation: _____

Email: _____

Program Information

Program Address: _____

City: _____, NY • Zip: _____

Phone: _____ Fax: _____

Program Director: _____ Title: _____

Email: _____

Number of Years as Director: _____

Number of Paid Staff - Full Time: _____ Part Time: _____

Number of Volunteers - Full Time: _____ Part Time: _____

Program Name:
Episcopal Charities

Sponsoring Parish:
Youth Opportunity Grant 2010-2011 Cycle

Demographic & Client Census Information

Please estimate your program's client census and break down the total census numbers into the sub-categories listed. Be certain that the sub-category totals add up to the total census number provided.

Target Population Served and Principal Services Offered:

Note: Applicants must accurately and completely fill in the following information. "Clients" refers to the unduplicated number of individuals served by the program. Example: the same 25 youth attend a weekly program for ten weeks. The unduplicated number = 25.

"Program year" refers to your annual operating period. Example: for a typical afterschool program, last program year would be 2008-09; this program year would be 2009-10; and next program year would be 2010-11. For a summer program last program year would be 2008; this program year would be 2009; and next program year would be 2010.

Number of youth served, last program year: _____ (indicate year)	Number of youth served, this program year: _____ (indicate year)	Projected number of youth served, next program year: _____ (indicate year)
Total: _____	Total: _____	Total: _____
Males: _____ Females: _____	Males: _____ Females: _____	Males: _____ Females: _____
White: _____ Black: _____ Latino: _____ Asian: _____ Other: _____	White: _____ Black: _____ Latino: _____ Asian: _____ Other: _____	White: _____ Black: _____ Latino: _____ Asian: _____ Other: _____

Financial Information

(For more information on completing this section, see the notes on the following page.)

Program Name: _____		A	B	C	D
Sponsoring Parish: _____		Past Fiscal Year Actual	Current Fiscal Year Budget	Current Fiscal Year Actual as of Date:	Fiscal Year grant begins* Budget
Date Fiscal Year begins: _____		___/___/___ - ___/___/___	___/___/___ - ___/___/___	___/___/___	___/___/___ - ___/___/___
PROGRAM INCOME:					
Endowment					
Government Funds					
Grants (list separately):					
<i>Episcopal Charities</i>					
<i>Others:</i>					
Sponsoring Parish (cash outlay only)					
Tuition/Fees (current per week per youth \$_____)					
Other (describe)					
Total Income:					
PROGRAM EXPENSES (COSTS)					
Staff Salary:					
(list positions)					
Fringe Benefits					
Insurance					
Maintenance					
Other (explain if more than \$500)					
Office Supplies					
Food (cash only)					
Trips					
Supplies (art, book, video)	Explain: _____ _____				
Rent (cash only)					
Utilities (electric, telephone, etc.)					
Total Expenses:					
Net Surplus or (Deficit)*					

Budget Prepared by [Name and Title]: _____

* if this period is the same as the current year (column B), leave this column blank.

Financial Information: Notes

- **Column A** should be the final actual dollars for the last fiscal year completed. (For columns A, B, and D, please note the beginning and end of the fiscal year.)
- **Column B** should be the budget for your current fiscal year.
- **Column C** should be the actual expense and income to date for your current fiscal year. (Please indicate the date for the end of the period reported.)
- **Column D** should be the budget for the fiscal year which includes September 1, 2010, the date that this grant would commence. If that fiscal year is the same as the one reported in Column B, please leave this column blank.
- Do NOT calculate in-kind contributions or jointly used funds/staff as monetary line-items
- Any individual line item within columns B or D that shows a 25% Decrease or Increase from the previous fiscal year must be explained in writing and included as part of this section of the application.
- *Standard Accounting Principles Dictate That Total Income and Total Expenses Must Balance (be equal) for all budget columns.
- **IMPORTANT: YOUR BUDGET MUST INCLUDE ALL INCOME AND EXPENSES ATTRIBUTED TO THE PROGRAM FOR WHICH YOU SEEK FUNDING.**

REQUIRED:

Your 2010-11 grant request of \$ _____ is _____% of the program budget (no more than 70%).

Please make sure to check that the amount and percentage you list matches the program budget you are submitting with this package.

Application Narrative Questions

Please answer these questions on no more than three separate typewritten pages (12 point font) - The answers should be numbered and appear in the order listed below. Be certain to include the Program Name and Sponsoring Parish on the top of each page of the narrative.

1. Program History

Briefly describe: A) the history of this program. B) Year of founding C) What type of needs assessment was used to determine a need for this program. D) What church and/or community resources were/are used in funding/administering this program or agency.

2. Program Description

Briefly describe: A) The mission of the program (Mission Statement) and the nature of services provided. B) The days and hours of operation C) Certifications/licensing required of or held by your agency/staff (State/Federal-if applicable). D) The accomplishments of the program in the prior year and in the current year to date. E) How does your program meet the core values delineated by Episcopal Charities? (See p. ii)

3. Congregational Connection

Briefly describe: A) The relationship between this program and the sponsoring congregation – including the number of parishioners involved. B) The oversight of the Vestry and Clergy over the program. C) An organizational chart illustrating the lines of accountability in place for each staff member to the director and rector. D) The CASH support provided by the sponsoring congregation – if none, explain why no CASH support is provided. D) In-Kind contributions and shared staff between the two institutions.

4. Use of Grant Funds Requested

Briefly describe: A) Describe the SPECIFIC use for the funds requested. No grants will be made for “general program support” and the aspects of the program that will change as a result of the funding requested. B) Describe how the funds would be used if the amount of your grant is less than the amount requested. C) Describe the impact on your program if this grant is not approved. E) For programs currently funded by Episcopal Charities: Describe the impact on your program if the grant amount received in 2009-2010 was less than the amount you requested.

Vignettes

Please provide us with a few short stories (no more than 3 per program) that best illustrate the impact the program has had on a particular youth and her/his family, or a volunteer/staff member.

Photos

Please provide three to twelve photos that illustrate your program. Photos must be provided in an electronic format (.jpg, .tif, etc.) on a CD, with files of high resolution, suitable for printing. (Generally speaking, photos taken with a cell phone are not useable in print.)

If for any reason you cannot provide photos, please so indicate.

Please note that if we plan to use one of your vignettes or photos, we will contact you to discuss the release of this information in greater detail.

Program Name:
Episcopal Charities

Sponsoring Parish:
Youth Opportunity Grant 2010-2011 Cycle

Sustainability Workshop Commitment Form

Read, sign and return with your application.

This application for a Youth Opportunity 2010-2011 grant award is submitted with the understanding that a representative of my program will attend Episcopal Charities' *Program Sustainability Institute* workshops.

Episcopal Charities will provide advance notice of these Saturday workshops and offer each one in the Manhattan diocesan offices *and* at an upstate New York location.

I understand that if representatives of my program do not attend all of the sustainability workshops*, Episcopal Charities may suspend its grant award to my program immediately, and/or that such non-attendance will result in the reduction of the amount of any grant in subsequent years.

Signature of Rector or Priest in Charge

Signature of Program Director (or Senior Warden)

Date

** unless excused*