



Episcopal Charities
A Commitment to Caring

Basic Human Needs Grant Application 2012 Grant Cycle

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.)

For your convenience, the specific sections of the application form referred to on page 8 may be accessed directly from that page—simply hold down the control key and click with your mouse. In addition, similar hyperlinks appear throughout the document.

PLEASE NOTE that applicants are instructed to indicate intent to apply by Friday, September 9 at 5:00 p.m. This may be done by sending a simple letter/message including name of program and name of sponsoring parish, contact name and information for the arrangement of a site visit, and a notation that you have read the 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.

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

General Eligibility Requirements and Grant Guidelines

Episcopal Charities' Board of Directors has 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 Basic Human Needs cycle in 2011 was \$9,130 with a range of \$2,600 to \$22,100. 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 target funding Programs where our financial support would be a minimum of 10% and a maximum of 70% of the Program's operating expenses. Funding levels of 5% or less will generally be denied.

Episcopal Charities believes it is important for a Program to seek and secure numerous sources of funding in order to assure successful sustainability. Any Program that receives our maximum 70% funding, should they apply again in a subsequent year, would automatically have its maximum possible funding reduced over the following 3 years to 60%, 50%, and then 40% thereafter.



Basic Human Needs Grant Application 2012 Grant Cycle

Intent to Apply Deadline	Friday, September 9, 2011	5:00 PM
1 st Time Mandatory Grant Writing Workshop	Tuesday, September 13, 2011	6:00 PM
Grant Application Deadline	Friday, October 7, 2011	5:00 PM
Notification Letters Mailed	January 2012	

Note to first-time applicants: All new applicants must attend the grant writing workshop, which will be held on Tuesday, September 13, 2011 at 6:00 PM in Donegan Hall in Diocesan House, on the grounds of the Cathedral Church of St. John the Divine. **To attend, you must RSVP to Father Smith.**

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, contact name and information for the arrangement of a site visit, and a notation that one has read the general eligibility requirements and grant guidelines ([page ii](#)). Intent to apply may be submitted by e-mail or regular mail to The Rev. Sam Smith, Associate Director for Programs, by September 9, 2011.

If you'd like help with the application: Episcopal Charities' staff will be pleased to review a draft of your proposal several weeks 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, September 26, 2011.

Note to Feeding Programs: Episcopal Charities will only fund feeding programs that also provide beyond emergency services. For examples, see the explanation on page v of this application.

Applications should be hand-delivered or mailed to:
The Rev. Sam Smith
Episcopal Charities
1047 Amsterdam Avenue
New York, NY 10025

***We must receive applications
by 5:00 p.m. on October 7.***

Questions?

Contact The Rev. Sam Smith,
ssmith@dioceseny.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 8](#)) is checked off and initialed.
- ✓ One signed and dated copy of the checklist is filed with the application materials.

Applications received after 5:00 p.m. on Oct. 7 will not be accepted.

Notes for completing Financial Section

(page 3 of application)

- Fill in the annual date (month & day) on which your fiscal year begins.
- **Column A** should be the final actual dollars for the last fiscal year completed.
- **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 March 1, 2012, 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.

Please note that for programs with a Fiscal Year beginning January 1, Column A will be actuals for 2010; Column B will be the budget for 2011; Column C will be the actuals to date for 2011; and Column D will be the budget for 2012.

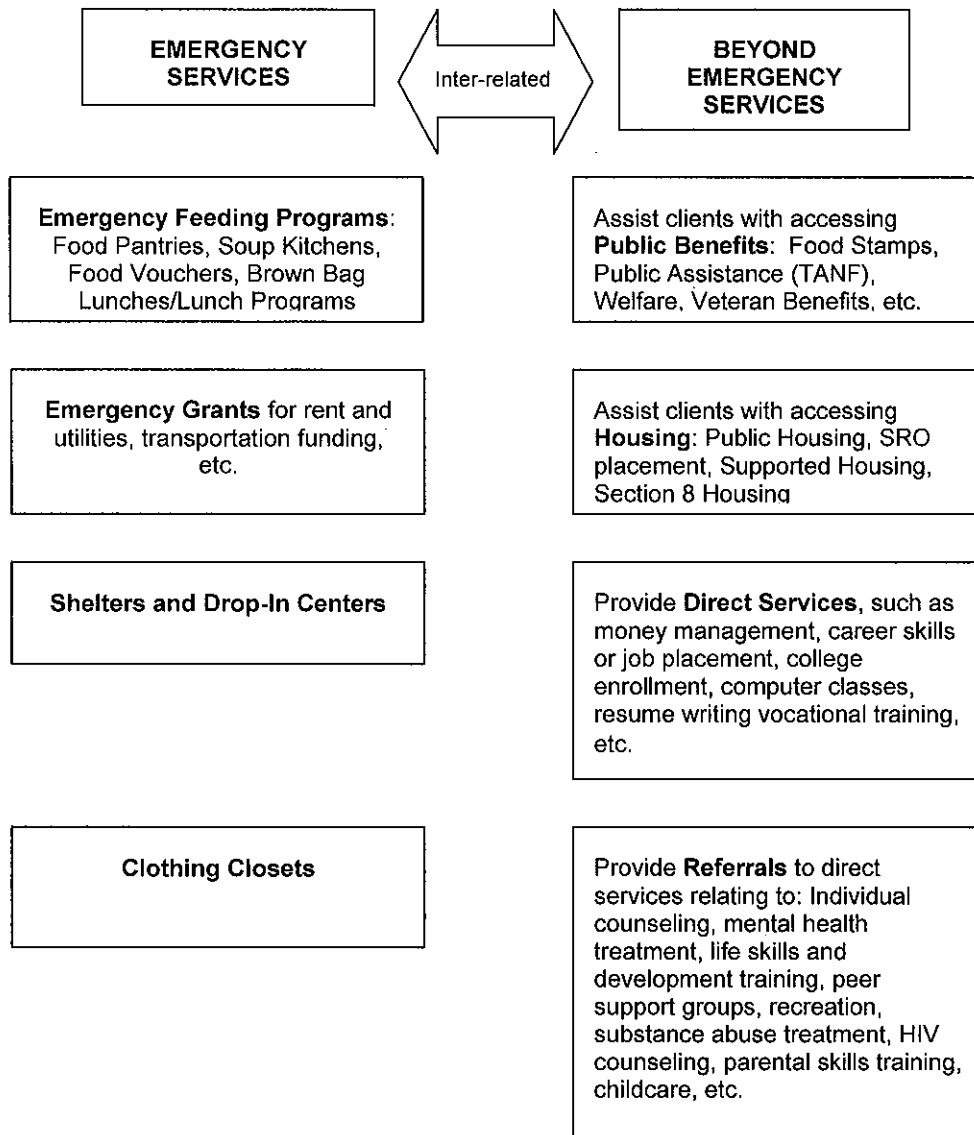
- Do NOT calculate in-kind contributions or jointly used funds/staff as monetary line-items
- Standard Accounting Principles Dictate That Total Income and Total Expenses Must Balance (be equal) for budget columns (B & D).
- **IMPORTANT: YOUR BUDGET MUST INCLUDE ALL INCOME AND EXPENSES ATTRIBUTED TO THE PROGRAM FOR WHICH YOU SEEK FUNDING.**
- Any individual line item within budget columns B or D that shows a 25% Decrease or Increase from the previous fiscal year actuals must be explained in writing on a separate page.
- *If a deficit is projected for the current or coming fiscal year, explain on a separate page how you intend to balance the budget.*

If there is not enough room on the form to provide complete responses, you may attach additional pages as necessary. In addition, you are welcome to provide any additional financial information that you believe will be helpful.

What are Beyond Emergency Services?

Most feeding programs offer much needed emergency services, such as: food pantries, soup kitchens, food vouchers, brown bag lunches and other lunch programs. Because Episcopal Charities seeks to address the root causes of hunger, feeding programs applying for funding must provide beyond emergency services.

A Comparison of Emergency Services and Beyond Emergency Services



**EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION SUMMARY**

Name of Program:
Name of Sponsoring Congregation:

Clergy-In-Charge:
Address:
Telephone: Email Address:

Program Director/Lead:
Address:
Telephone: Email Address:

Areas of service for this program (circle all that apply):

- Addiction & Recovery Physical Rehabilitation Elderly Feeding & Visitation
 Feeding Program Homelessness Housing Immigrant Support Services English Literacy
 Health Care Prisoner Reentry Programs HIV/AIDS Services Other:

Target population served:

For all applicants:

(If exact records are not kept, provide your best estimate. All applicants must complete this section.)

Number of clients, 2010:	Number of clients, 2011: (actual + projected to end of year)	Projected clients, 2012:
Adults:	Adults:	Adults:
Children/Teens:	Children/Teens:	Children/Teens:

Be certain that the sub-category totals add up to the total census number provided.

For food pantries:

Number of food packages distributed annually:

For soup kitchens:

Number of meals served annually:

**EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION SUMMARY**

Name of Program:

Amount of Request for 2012: \$		
Total Income Budgeted in 2012: \$		
Total Expenses Budgeted in 2012: \$		
2012 grant request is _____ % of expenses. <i>(usually up to 40%; no more than 70%).</i>		
How many paid staff does program employ:	Full time:	Part time:
How many volunteers assist with the program and for how many hours:	Number of Volunteers:	Average Number of Hours per week:

For the questions below, please contain your answers to only the space provided. Additional information, if needed, may be provided in the application narrative.

What is the mission statement for the program?

What services are provided to clients?

What is the specific planned use of the funds requested?

**EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION FINANCIAL SECTION**

Important: Please read the instructions on page iv before completing this section.

Name of Program:

Name of Person Completing this Budget:

PROGRAM INCOME	Column A	Column B	Column C	Column D
Date Fiscal Year Begins:	Actual for Past Fiscal Year	Budget for Current Fiscal Year	Actual for Current Fiscal Year (through: _____)	Budget for Fiscal Year grant begins
Endowment				
Government Funds				
Grants (list separately): <i>Episcopal Charities</i>				
<i>Others:</i>				
In-Kind Contributions				
Government Feeding Program Food Credits (Specify Program)				
Sponsoring Parish (cash outlay only)				
Tuition/Fees (per week per client \$)				
Other (describe)				
Total Income:				
PROGRAM EXPENSES				
Staff Salary: (list positions)				
Fringe Benefits				
Insurance (specify type/insurer)				
Maintenance				
Other (explain if more than \$500)				
Office Supplies				
Food (cash only)				
Food (Government food program credits)				
Trips				
Supplies (art, book, video)	Explain:			
Rent (cash only)				
Utilities				
Total Expenses:				
Net Surplus or (Deficit)*				

EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION NARRATIVE QUESTIONS

Please attach a Program Narrative on separate typewritten pages. Please write succinct answers for each numbered category below. The answers must be titled and numbered, and must appear in the order shown below.

1. Program History

What prompted your parish to start this program or begin participating in it?

What is the history of this program?

How have the needs met by the program now changed from when the parish first began the work? How have the ways those needs are met changed?

What church and/or community resources, financial and material, were (or are) used in funding or administering this program or agency? (Please include a history of your funding from Episcopal Charities.)

2. Program Description

What are the days and hours of operation?

What needs assessments are used to determine both the need for this program and what services are offered?

What are the accomplishments of the program in the prior year and in the current year to date? (Please include information on how the program significantly changes the lives of those served.)

If applicable, what state/federal certifications/licensing required of or held by your agency or staff?

3. Congregational Connection

What is the relationship between this program and the sponsoring congregation? (Please include: a) the number of parishioners involved and their level of involvement and b) use of facilities and any related financial arrangements for their use.)

How do the vestry and clergy oversee the program?

What cash support is provided by the sponsoring congregation? If none, explain why no cash support is provided.

If applicable, what are the in-kind contributions exchanged between the two institutions? What staff do the two institutions share?

4. Use of Grant Funds Requested

How will the program change and improve as a result of the funding requested? (Please be specific.)

If the grant amount received in 2011 was less than the amount requested, what was the impact on your program?

**EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION NARRATIVE QUESTIONS**

5. Goals and Evaluation

Please describe your program's goals and objectives in terms of Long Term (3 years and beyond) and Short Term (1-2 years). There should be some obvious relationship between these levels, such that meeting the short term goals will bring the program closer to meeting long term goals. Short term goals should be measurable, such that it is easily documented whether those goals are achieved. **Please limit these goals to one page total.**

Example:

Long Term Goal: *By 2016, double the number of clients served by the Food Pantry as compared to 2010.*

Short Term Goals: *Increase funding for the Pantry by 30% over the next two years through parish appeals; Increase space for the Pantry by renovating unused Sunday School space; Increase pool of volunteers by 50% over the next two years.*

What activities and strategies will you use towards meeting the short term goals in 2012? Include key milestones and a timeline.

How will you measure your progress in meeting the Short Term goals?

For current (2011) Basic Human Needs grant recipients:

Briefly restate the goals included in your 2011 grant application to Episcopal Charities. Using not more than one page, describe your progress to date on fulfilling those goals. Include information on any unforeseen changes that have affected your progress toward these goals.

Program Vignettes

It is helpful to our fundraising efforts to tell the stories of the people directly impacted by the work of the programs.

Please provide a few short stories (no more than 3 per program) that best illustrate the life-changing effect the program has had on a particular guest, her/his family or a volunteer/staff member. *These vignettes should be new—not ones submitted to Episcopal Charities in a previous application.* If we plan to use a vignette, we will contact you to discuss the release of this information in greater detail.

Applications submitted without vignettes will not be considered.

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.)

Any photos you submit may be used by Episcopal Charities in its various electronic and print communications. If you do not give permission for these photos to be used by Episcopal Charities, please so indicate.

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

**EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION
BEYOND EMERGENCY SERVICES CHECKLIST**

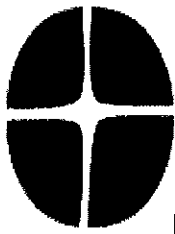
*(To be completed by Feeding Programs only – for more information, see
"What are Beyond Emergency Services?", page v)*

Name of Program:

The following are ways that our feeding program is providing BES

(place an "X" beside all that apply):

	Provision of a "street sheet" a listing of available community resources
	An information and referral volunteer or paid staff member assists guests at our feeding program with accessing Public Benefits, such as: Food Stamps, Public Assistance (TANF), Welfare, Veteran Benefits, etc.
	A volunteer or paid staff member assists clients with accessing housing: Public Housing, SRO placement, Supported Housing, Section 8 Housing
	The program provides budgeting and/or money management sessions to guests
	The program assists guests in building career skills and/or job placement
	The program provides computer classes
	Resume writing and/or other vocational training is provided either on site, or referrals are made by the program to other programs
	Support is given to individuals interested in entering college either through college entrance exam preparation, financial aid assistance, or other assistance with the college entrance application
	Referrals to direct services related to individual counseling, mental health treatment, life skills and development training, peer support groups, recreation, substance abuse treatment, HIV counseling, parental skills training, childcare, etc. are provided by the program
Other, please explain:	



Episcopal Charities

A Commitment to Caring

Sustainability Workshop Agreement

Read, sign and return with your application:

This application for a Basic Human Needs 2012 grant award is submitted with the understanding that a representative of my program agrees to attend Episcopal Charities' "Program Sustainability Institute" quarterly workshops.

Episcopal Charities will provide advance notice of these workshops and offer each one on a Saturday 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.

**unless excused*

Program Director Signature

Program Director Name

Program

Date

**EPISCOPAL CHARITIES 2012
BASIC HUMAN NEEDS GRANT APPLICATION
CHECKLIST**

Item and Order of Application	Initialed
1 copy (single-sided) <u>Application Summary and Financial Information</u> , pp. 1-3	
1 copy (single-sided) of <u>Application Narrative</u> , pp. 4-5	
1 copy of <u>Program Vignettes</u>	
1 <u>Photo CD</u> <i>(Your release of photos for use by Episcopal Charities is assumed unless you indicate otherwise.)</i>	
1 copy of the <u>Beyond Emergency Services Checklist</u> , p. 6 <i>(Feeding Programs Only)</i>	
1 signed copy of the <u>Sustainability Workshop Agreement</u> , p 7	
1 signed copy of this checklist page, p. 8	

Parish-Based Programs: Programs that are directly run and operated by the parish

Required:	1 copy of current (2011-2012) parish budget	
	1 copy of current vestry list	
	Either: 1 copy of 2010 certified audit, or 1 copy of 2010 Diocesan Audit Form	

501(c)(3) Status Programs: programs operated as free-standing 501(c)(3) status organizations, or that are governed by the entire vestry, a significant number of the vestry, and/or the rector

Required:	1 copy, current roster of board/staff	
	1 copy, year-to-date financial statement	
	1 copy, current (2011-2012) organizational budget	
	1 copy, 2010 certified audit	
	1 copy, most recent annual report (if available)	

I certify that all information included in this application is correct and true to the best of my ability.

Signature of Rector or Clergy person in Charge:		Date:
Signature of Program Director:		Date: