

Grant Application

For Trustee and Capital Works and Maintenance
Applications are reviewed quarterly and must be submitted
by March 15th, June 15th, September 15th, or December 15th

Project Name:

Brief summary of project:

Filing Instructions:

1. **Before starting, download and save a copy of the application to your desktop. Work off the downloaded application.**
2. **Choose the grant you are applying for.**
3. **Email the completed application to realestateadmin@dioceseli.org**
4. **Three quotes from a Licensed and Insured Contractors will need to be obtained in coordination with Construction Manager ,Anthony Natale, ANatale@dioceseli.org**
5. **If awarded Grant, upon completion, A one-page report needs to be filed within 30 days of completion to show results including two photos of the before and after.**
6. **Parish should contribute at least 10% of the cost of the project.**

What to expect after submitting the application:

1. **You will receive an email confirming that your grant was received and when you can expect a decision to be made.**
2. **The clergy-in-charge is asked to respond to this email to confirm that the proposed ministry will have the support of parish leadership.**
3. **The diocesan real estate manager may request supportive documents, bids and costs estimates for expenses.**
4. **Once approved, contractors will need to send their invoices directly to the Diocese who will pay the vendors directly.**

Warning: You must use the most recent version of FREE Adobe Reader to fill out this form, or your data will not be saved. For tablet users, please check that your PDF app is compatible with reader. Mac users, note that the MAC "Preview" application will not save your data – please use Adobe Reader.

~~~Remember to save your work as you proceed through the application~~~

## Grant Type: (Please choose one)

Capital Works or Feasibility

Maintenance

Parish

Full Address

Parish Web Address

Clergy-in-Charge

Project Contact

Contact Phone #

Contact Email

Have the vestry and clergy of the parish reviewed & approved this request?

yes  no

## Parish Information

1. Your current parish pledge/tithe for the Diocesan Ministry Plan:
2. Last parish pledge/tithe for Diocesan Ministry Plan
3. Parish Parochial Report (last date filed)
4. Parish Audit Certificate (last date filed)
5. List some of the ways your parish participates in ecumenical, deanery, and diocesan activities:

## Grant Information

What do you see as the two most significant issues before your congregation that you hope to address through this grant request?

1.

2.

What do you see as the two most significant issues within your surrounding neighborhood or community that you hope to address through ministry?

1.

2.

List a minimum of two main goals of your project and corresponding objective for each goal. (e.g. Goal: improve energy efficiency and reduce energy costs, Objective: cut energy costs by 20%)

1. Goal:

Objective:

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2. Goal:

Objective:

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3. Goal:

Objective:

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List the specific activities of the project that support the goals and objectives:

What, if any, barriers do you anticipate with this project? (e.g. Design required before all risks/costs known, lack of funding)

What is your timeline for implementation of specific tasks and milestones?

| <u>Specific Month</u> | <u>Milestone</u> |
|-----------------------|------------------|
| January               |                  |
| February              |                  |
| March                 |                  |
| April                 |                  |
| May                   |                  |
| June                  |                  |
| July                  |                  |
| August                |                  |
| September             |                  |
| October               |                  |
| November              |                  |
| December              |                  |

# Project Cost Information

Total cost forecast for this project: \_\_\_\_\_

Grant amount being requested: \_\_\_\_\_

What monetary support is being provided by sponsoring congregation? If none, explain why.

What external resources (monetary or otherwise) have been explored with individuals or organizations from outside of the of the church to help you meet the needs of the project?

Please describe any in-kind gifts (non-monetary) support that you will receive from internal or external sources that have an impact on your budget.

What, specifically, will the money be used for? List all items here:

# Project Information

What prompted your parish to begin this project or ministry?

How does this effort change or improve lives of those being served?

|                                  |  |
|----------------------------------|--|
| <i>Grant Income</i>              |  |
|                                  |  |
| Individual Donations             |  |
| Sponsoring Parish Funds          |  |
| Endowment Draw                   |  |
| Government Funds                 |  |
| Value of In-Kind Donations       |  |
| Capital Maintenance Grant        |  |
| Other (Specify):                 |  |
| Total Income :                   |  |
| <i>Project Expenses</i>          |  |
|                                  |  |
| Consultants                      |  |
| General Contractor               |  |
| General Labor                    |  |
| Government Fees                  |  |
| Supplies & Materials             |  |
| Contingency                      |  |
|                                  |  |
| Total Expense :                  |  |
| <b>Income less Expense Total</b> |  |