



Diocese of Virginia Mustard Seed Grant Program Guidelines and Application Form

Background

The Mustard Seed competitive grant program of the Diocese of Virginia began in 2002 with funding provided by gifts to the 5th Century Fund. The Mustard Seed Fund was continued after the conclusion of the 5th Century Fund campaign, and is funded by annual gifts to the Diocese.



Gifts for the Mustard Seed Fund may be sent at any time to the Office of Stewardship and Development, Diocese of Virginia, 110 W. Franklin St., Richmond, VA 23220.

Grant Process and Timetable

Mustard Seed grants are awarded in four broad areas: youth and college ministries, local outreach, world mission, and strengthening local churches. Individual churches may submit only *ONE* grant proposal per grant cycle. Successful grant applicants should expect to receive grant award checks in October, and grant activities should be completed and monies expended within 12 months of grant notification. Final reports—narrative and financial—are required of all grantees within 3 months of the conclusion of their grant projects.

Current grantees must wait one year before applying for additional grants. Example: Church A submits a grant proposal in April 2006, which is successful. Church A would receive a check in October of 2006 for a project that must be completed by October of 2007. Church A would not be able to submit another grant application until the 2008 grant cycle (April 2008 deadline).

Eligible Applicants

Parishes, missions, regions, and college chaplaincies of the Diocese. Applicants should be up-to-date in submissions of all required parochial reports, including audits. In addition, applicants should have a record of financial support of the Diocese of Virginia consistent with guidelines adopted in 1998 by the 203rd Annual Council.

The Grant Application Process

Step 1: Letter of Inquiry

In a **one-page** letter, describe your proposed project, who will benefit, who will be involved in implementing the project, how much it will cost overall, and how much you anticipate requesting from the Mustard Seed Fund. Include your telephone number and email address and the best time of day for you to be reached.

Deadline: March 3, 2007 (postmark or delivery)—Office of Stewardship and Development, Diocese of Virginia, 110 W. Franklin St., Richmond, VA 23220. Faxed or emailed letters are permissible, but must be received by March 3, 2007. Fax: 804-544-6928. Email: pbjorling@thediocese.net

Within a few days of receipt of your letter the Director of Stewardship and Development will let you know by phone or email if your grant idea falls within the grant program's guidelines and whether you should submit a full proposal.

Step 2: The Full Proposal

Do not submit a full proposal unless you have been advised to do so.

Deadline: Must be postmarked no later than March 31, 2007 or hand-delivered to the Diocese of Virginia no later than 4:45 p.m., April 2, 2007. Faxes and email attachments are permitted if received by April 2, 2007, but original paper copies with signatures must also be received the Diocese.

Number of copies: One original set.

The Elements of a Full Proposal

1. Official application cover sheet. (Available on the Diocesan website or request by email or phone—804-643-8451, ext. 16 or pbjorling@thediocese.net.) Note: cover sheets must be signed by the rector (or vicar or senior staff, if applicable) and senior warden.

2. Three to five page narrative covering the following topics:

- a. Description of project (what are your goals and what will you do to achieve those goals?)
- b. What problem or need will your project address?
- c. Who will direct the project and who will be involved in carrying out the project activities? How does the parish or region demonstrate its support for the project?
- d. How will you evaluate the project's success? If applicable, how will the project be continued after grant funding is expended?
- e. How will the project benefit your church, region, or the Diocese?
- f. Description of entity submitting application (church, region, etc.)

3. Project Budget (presented on separate pages from the narrative)

- a. Project Expenses
- b. Project Revenues

Include services and equipment that you expect to be donated, and financial support from your church, individuals and businesses, foundations, and so forth. Indicate which funding has been received, which has been promised, but not yet paid, and which funding has only been applied for.

4. Project Timetable

5. Current operating budget for the entity submitting the grant proposal (church, region, etc.)

6. Most recent audited financial statement of the entity submitting the grant application

A word about other attachments—photographs and other illustrative materials may be included, but may not necessarily be distributed with the proposal materials provided to the grant committee members. Tell your story and make your case in the narrative section. Please do not send DVD's, CD's, or videotapes. Materials sent with grant proposals cannot be returned.

What Kinds of Projects Does the Mustard Seed Grant Program Fund?

The general purpose of Mustard Seed grants is to strengthen the various ministries of the Diocese of Virginia and its churches. Mustard Seed grant projects will advance the mission of a parish, mission, region, or college chaplaincy by enabling growth through development of new programs, ministries, and initiatives; expansion of existing programs, ministries, or initiatives; or expansion or improvement of facilities in order to facilitate ministry growth.

There are four grant priorities:

Strengthening Existing Churches

Grants are considered in the following areas: programmatic expansion, leadership development, facilities expansion and improvement, and technology enhancement. Applications should clearly explain how the proposed project will strengthen the ministry of the submitting church, mission, region, or college chaplaincy. Grant proposals are evaluated by the Commission on Congregational Development.

Local Outreach

Successful grant projects will help churches, missions, and regions develop their outreach programs. New outreach programs and expansion of existing programs are acceptable focuses for grant proposals. Involvement of the congregation in carrying out the project activities is highly encouraged. Churches and regions may co-sponsor applications. Grant proposals are evaluated by the Commission on Human Need.

World Mission

Grants are made to support mission efforts that better lives by strengthening developmental infrastructures and institutions in foreign countries where church mission work is needed or being carried out. Applications should clearly explain how the proposed project will enhance the World Mission ministries of the church, mission, region, or college chaplaincy submitting the grant proposal. Note: Requests to fund parishioners' mission trip expenses are NOT eligible. Such requests should be submitted to the Fund for World Mission. Grant proposals are evaluated by the Commission on World Mission.

Youth and College Ministries

In 2007 grants will be awarded for supplies and tools needed for work projects chosen as the focuses of youth mission trips. Travel expenses (food and transportation) are NOT eligible expenses, and applicants must also demonstrate that there will be more youth participants on the trip than accompanying adults.

Size of Grant Awards

Grants may range from \$500 to \$50,000. Median grant size is about \$4,000. All grant requests should document significant financial commitment and volunteer participation on the part of the applicant. Requests for over \$5,000 should strive to obtain 80 percent of the total project funding from sources other than the Mustard Seed Fund. For grant requests under \$5,000, preference will be given to those which include a substantial percentage of total project funding from other sources. In no case will 100 percent of a project's funding be provided through a Mustard Seed grant.

Activities or Budget Line Items *NOT* Typically Funded

- Annual operating support
- Support for mature programs
- Financial support for specific individuals, rather than programs
- Loans
- Building repair and maintenance that would normally be considered “routine”
- Multi-year requests
- Travel expenses for individuals participating in mission trips
- Requests from churches intending to redistribute grant money to other organizations or individuals (pass-through grants; re-granting)
- Sponsorships of festivals or one-time events that are organized and offered by other organizations
- Salaries

If you are in doubt about the eligibility of a contemplated expense, please ask before including it in your final proposal project budget.

Reporting of Grant Expenditures and Project Activities

All grant recipients are required to submit a final report within 3 months of the conclusion of their projects. The final report will include a narrative discussing the project’s implementation and results and a financial report detailing all project expenditures. Instructions for final reporting will be sent to grant recipients at the same time as grant award checks.

Note: Please contact the Office of Stewardship and Development immediately if there are budgetary or project changes, if the grant award cannot be expended fully within the 12-month grant period, or if there are unexpended funds.

Mustard Seed Grant Workshop

Anyone wanting more information about how to submit a successful Mustard Seed grant application may attend an optional Mustard Seed Grant Workshop.

When: Saturday, February 10, 2007
Time: 10:00 a.m. to 12:30 p.m.
Where: Trinity Episcopal Church, Fredericksburg

Pre-registration is NOT required and there is no cost. For more information, contact the Office of Stewardship and Development, Diocese of Virginia, 110 W. Franklin St., Richmond, VA 23220, 804-643-8451, ext. 16; pbjorling@thediocese.net.