



## 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 5<sup>th</sup> Century Fund. The Mustard Seed Fund was continued after the conclusion of the 5<sup>th</sup> 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 July, 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. In other words, if you received a grant in 2008, you cannot apply for another grant until 2010.

### 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 203<sup>rd</sup> 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 2, 2009** (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 2, 2009. Fax: 804-544-6928. E-mail: [pbjorling@thediocese.net](mailto: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 e-mail 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 April 6, 2009 or hand-delivered to the Diocese of Virginia no later than 4:45 p.m., April 6, 2009. Faxes and e-mail attachments are permitted if received by April 6, 2009, 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 Web site or request by e-mail or phone—804-643-8451 x16 or [pbjorling@thediocese.net](mailto:pbjorling@thediocese.net).) Note: cover sheets must be signed by the rector (or vicar or priest-in-charge, 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.

### **2009 Grant Priority**

**Because of the impact of the current economic situation on individuals and families, *preference* will be given in 2009 to projects that in some way address the alleviation of human need and associated issues.**

There are four grant areas:

#### **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 2009 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 in 2009 will be smaller than in past years. Grant sizes may range from \$500 to \$5,000. Requests for more than \$5,000 may be submitted, but it is not anticipated that many grants will exceed \$5,000. All grant requests should document significant financial commitment and volunteer participation on the part of the applicant.

## **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 simply 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 three 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 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 Workshops**

Four optional, informational meetings will be held around the Diocese for those interested in submitting 2009 Mustard Seed grant proposals. You can ask questions and receive assistance related to grant project ideas, grant writing, budgets, and so forth.

Dates, Places, and Times of the Grant Workshops:

January 7, 2009 St. Andrew’s, Burke, 7:30 p.m.

January 15, 2009 Church of Our Saviour, Charlottesville, 7:00 p.m.

February 2, 2009 Diocese of Virginia Offices (Mayo House, Richmond), 6:30 p.m.

February 5, 2009 Trinity, Fredericksburg, 6:30 p.m.

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](mailto:pbjorling@thediocese.net).