



Bishop's Appeal Grants Guidelines for 2022

Background and Eligibility

Bishop's Appeal grants are a competitive grant program of the Diocese of Virginia available to congregations and funded each year from the generous gifts to the annual Bishop's Appeal.

What can a Bishop's Appeal Grant be used for?

The general purpose of Bishop's Appeal grants is to strengthen, encourage, and uplift ministries of congregations through program expansion, leadership development, facility improvement/ expansion, or technology enhancement.

Grants can be used to support special projects, develop new programs, or expand existing ones.

Application Process

Congregations wishing to apply must have **all the following reports** submitted to the Diocese in order to be eligible for a grant.

- Record of Audits
 - Record of Parochial Reports
 - Record of Financial Support
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- Churches are required to have a record of financial support to the Diocese of Virginia. This is defined as a three-year history of material gifts demonstrating an intentional financial commitment to the Diocese. Churches should have turned in a pledge card and have fulfilled or be working to fulfill their pledge. This determination will be made at the discretion of the Executive Board.
 - Record of audits is defined as a three-year history of submitted audits. Since audits are due August 31 of the current grant year then the three previous years' audits are required. For example, if the grant year is 2022, then audits must be submitted for 2020, 2019, and 2018.



- Record of parochial reports is defined as a three-year history of submitted reports. Since parochial reports are due in early March of the current grant year, the current year and the two previous years' reports are required. For example, if the grant year is 2022, then the parochial reports must be submitted for 2021, 2020, and 2019.

Grant Process and Timetable

Applicants may apply for only ONE diocesan grant per year – either a Bishop's Appeal Grant or Peter James Lee Small Church Revitalization Grant. Successful grant applicants should expect to receive award checks by early summer, and grant activities should be completed, and monies expended within 12 months of grant receipt. Final reports – including narrative and financial information – are required at the end of the grant cycle. Current grantees must wait one year before applying for any additional grants. In other words, if you received a grant in 2021, you cannot apply for another grant until 2023.

The Grant Application Process

Step 1: One-page Letter of Inquiry

Describe your project, who will benefit, who will be involved in implementing the project, how much it will cost overall, include the amount of funds you have on hand for the project, and how much you anticipate requesting as a grant.

Please be sure to include contact information for clergy, senior warden, and anyone else managing the project. If your church is currently without permanent clergy, please include the contact information for senior warden and treasurer.

Deadline: February 11, 2022

Email to: Stephanie Gurnsey Higgins - shiggins@thediocese.net
Minister for Diocesan Development and Congregational Stewardship.

Within a week of receipt of your letter of inquiry, you'll be notified if your idea falls generally within the program's guidelines and whether you may submit a full proposal. **Do not** submit a full proposal unless you have been invited to do so.

Step 2: The Full Proposal

Deadline: Must be received by email no later than **March 18, 2022.**

The Elements of a Full Proposal

1. Official application cover sheet. Note: cover sheets must be signed by the rector/vicar/priest-in-charge and senior warden, unless the congregation does not



have permanent clergy. An email stating 'signature approval' will also be accepted in lieu of a signature on the form.

2. The proposal asks for a **1,000 word narrative** covering the following topics:
 - Description of project (what are your goals and what will you do to achieve those goals?)
 - What problem or need will your project address?
 - Who will direct the project and who carry out the project activities? How does the church demonstrate its support for the project?
 - How will you evaluate the project's success? If applicable, how will the project be continued after grant funding is expended?
 - How will the project benefit your organization and the Diocese?
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
 - financial support from your church
 - individuals and businesses, and
 - foundations, if applicable
 - 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. Required reports as described on page 1.

A word about other attachments: Photographs and other illustrative materials may be included but might not be distributed with the proposal materials provided to members of the grant committee. Be sure to tell your story and make your case in the narrative section. Materials sent with grant proposals will not be returned.

Size of Grant Awards

For the 2022 grant cycle, awards will not exceed \$2,000. 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 without significant updates
- 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 a year at end of the grant cycle. The final report should include a narrative, discussing the project’s implementation and results, as well as a financial report with receipts/ invoices and detailing all project expenditures.