



Refugee Resettlement And Asylum Seeker Ministries Year 1 Grant Application



Mission Tithe Matching Grant for Global Mission
The Episcopal Diocese of Massachusetts
138 Tremont Street
Boston, Massachusetts 02111
U.S.A.

Contact Information

(Boxes around each section will expand automatically to accommodate typed information)

1. Name of congregation:
Address:

Telephone:
Email address:
Do you have a website? Please list web address:
Fax, cellphone, or other information that may help us to communicate:

2. Individuals' contact information:
Rector:
Telephone:
Email address:

Grant writer:
Telephone:
Email address:

Mission & Outreach Coordinator:
Telephone:
Email address:

3. Refugee/Asylum Seeker Partner: *With whom do you have a relationship? A family? A resettlement agency? Is your parish in partnership with other local groups in supporting this effort? If so, whom?*

5. Names of people responsible for implementing the project:
Congregation-based:
Name:
Address:

Telephone:
Email address:

Refugee Resettlement Agency supporting the partnership:

Name:

Address:

Contact person:

Telephone:

Email address:

Grant Summary Information

(Boxes around each section will expand automatically to accommodate typed information)

8. Grant **request** for (please check all that apply): Program Supplies Rent Transportation
 Other (explain)

9. Funds expected to be **used** within one year of grant? Yes No

10. Amount requested in U.S. dollars: \$

11. One- or two-paragraph **summary** of the proposed activity (who, what, where, when):

12. **Authorized Signatures** (please send a separate email confirmation of your support of this application to both laura@walta.org and lzook@diomass.org)

Rector: _____ Printed _____ Date: _____

Senior Warden: _____ Printed _____ Date: _____

Resettlement Activity Description

In the following page(s), use the following questions to describe in detail the activities for which funding is sought, including the needs or opportunities the project is intended to address, project methods, anticipated staffing, time frame and benchmarks, and provisions for management and financial oversight, including specific goals, anticipated outcomes, and measurement against goals.

13. Project Narrative (no more than 3 pages, single-spaced. Please maintain at least the 11 point font.)
(Each section will expand automatically to accommodate typed information)

- A. Describe the experience of your congregation (or organization) with local mission in or around your community. Is this relationship ongoing? Is there anything that your parish has experienced in local mission that could be applicable to this new ministry?
- B. With respect to this grant application, describe the Refugee Resettlement/Asylum Seeker agency with whom you partner. Why did you choose this particular agency? What are their rules regarding having face-to-face contact with the refugees/asylum seekers you may be helping to support? If the agency does not allow contact with the family, describe how this may impact your congregation.
- C. Please describe the circumstances of the people directly served by the project. From where did they immigrate? Why did they flee, and what were their major challenges? What are challenges that they will face as they resettle in a new country?
- D. (If applicable) Describe the nature of your planned activity together.
- E. Describe the ways in which this mission relationship benefits both you and your partner.
- F. How is your congregation involved and integrated with your mission work?
- G. With what other people or organizations are you collaborating (both here and abroad)? Describe the nature of your collaboration. With whom would you seek collaboration?
- H. How will you ensure that resources are being used as intended?
- I. How will your mission work promote growth and independence in your partner family and/or community?
- J. How will your relationship assist your partner to re-develop their independence in this new place?
- K. How will you measure the success of your mission work?
- L. General narrative: What else should we know about this project that you haven't told us?

Financial Information

Provide a detailed budget for the year, broken down by function and/or expense area and by time. List the amounts of funds donated from other sources, including their names and contact information. Identify the budget items for which grant funding is being requested. Use this page as a guide. *(Tab in the bottom right block to add additional lines to each table.)*

14. Available/anticipated funding, including requested Matching Grant funds:

<i>Source with contact information</i>	<i>Amount in U.S. dollars</i>
Requested grant funds (from #10)*	

Total available funding: \$ _____

15. Itemize one-time expenses (with long term benefits, e.g., education, training, legal assistance):

<i>Item</i>	<i>Amount in U.S. dollars</i>

Total capital expense: \$ _____

16. Itemize ongoing expenses (consumables and day-to-day ongoing costs) and include duration:

<i>Item</i>	<i>Amount in U.S. dollars</i>

Total operating expense: \$ _____

TOTAL PROJECT EXPENSES (15+16): \$ _____**

* Grant funds should not exceed 50% of Total Available Funding

**Should equal #14 Total Available Funding.

17. Funds Custodianship Should your proposal be accepted, what institution will serve as custodian of the funds? Describe the method used for transfer of funds to your organization and the process by which draws are authorized against those funds, including the number and nature of signatures required for disbursement.

Checklist A

20 practices that often contribute to long-term congregational vitality

Which of these have you engaged in during the past year or 18 months?

It is not necessary to complete all of these activities to receive funding.

We are requesting this information to gain a better understanding of how your parish does business. It helps the review committee to get a better sense of parish life and interests.

	√	Name of Congregation:	Location:
1		Conducted a Mutual Ministry Review of/by vestry and clergy	
2		Conducted vestry goal-setting	
3		Conducted vestry review of progress on goals previously set	
4		Created or revised a parish mission or vision statement	
5		Created or updated a long-range parish plan	
6		Obtained or studied a demographic profile of your ministry area (such as a Percept profile)	
7		Obtained an independent audit of your books	
8		Graphed and tracked your average Sunday attendance over at least the last 10 years	
9		Created or revised a comprehensive parish profile (the kind produced in a clergy search or a major strategic planning process)	
10		Undertook a building audit (the kind offered by the Diocesan Property Committee)	
11		Undertook an energy audit (the kind offered by a local energy company or by Massachusetts Interfaith Power and Light)	
12		Conducted a face-to-face stewardship canvass of your parish households	
13		Developed a planned giving program	
14		Held a special vestry day or weekend retreat focused on team-building, planning, or spiritual growth	
15		Send staff or parishioners for Anti-Racism training	
16		Sent staff or parishioners for Safe Church Training	
17		Completed a Safe Church policy	
18		Participated in an intentional partner relationship with another congregation	
19		Used a consultant (diocesan consultant or other) to help you address an opportunity or challenge	
20		Applied for a grant (from diocesan funds or elsewhere) to help your congregation start or expand a ministry	

Checklist B

Required for all applicants

Complete applications must contain satisfactory explanations of circumstances related to all questions answered in the negative.

Please note: *No funds will be distributed to congregations that are delinquent in Parochial Report filing, Annual Audit, Stokes Loan payments, or Assessment payment (or Assessment Payment Plan compliance). These are all required.*

	Yes / No	Name of Congregation:	Location:
1		Is the congregation current with its filing of the Annual Parochial Report?	
2		Is the congregation current with its filing of the Annual Audit? (Congregations must submit completed audits to the Office of the Treasurer by September of the following year.)	
3		If applicable, is the congregation current with any Stokes Loan payments?	
4		Is the congregation current with its Annual Assessment or Assessment Payment Plan?	
5		If applicant is awarded a grant, does the congregation commit to providing all required reports during the period of the funded program? <i>Required for funding.</i>	

***END OF APPLICATION FORM.
THANK YOU FOR YOUR APPLICATION!***

***PLEASE EMAIL TO BOTH
LAURA WALTA at lwalta@diomass.org and LAUREN ZOOK at lzook@diomass.org***

“Snail” mail is strongly discouraged.