



**EPISCOPAL
COMMUNITY
FOUNDATION**
FOR MIDDLE AND NORTH GEORGIA

Partnering with Episcopal communities in Middle and North Georgia to lift up people facing poverty and oppression, creating sustainable impact for individuals, families, and communities.

Instructions for General Grant Application

ECF partners with Episcopal communities to serve the poor and oppressed throughout Middle and North Georgia by providing funding, leadership, and resources. Through partnership, ECF assists parishes in establishing greater mission and outreach activity in the following ways:

- **Funding:** Providing charitable grants funded by The Rt. Rev. Bennett J. Sims Endowment to create significant, sustainable ministries and community partnerships that serve people in need and encourage spiritual growth for Episcopalians through service.
- **Leadership:** Helping to resolve important issues in our local communities, including efforts around hunger, homelessness, generational poverty, refugee services, human trafficking victims, and those whose lives have been impacted by the criminal justice system.
- **Resources:** Providing opportunities for individuals to establish a lasting legacy gift through ECF to serve the poor and oppressed, as well as honor their individual parishes in their estate.

Eligibility Criteria

- **Organizational Status**
 - Either you are a parish/worshipping community in the Episcopal Diocese of Atlanta;
 - Must have filed current Annual Parochial Report and comply with [Canon 20](#).
 - OR you are a nonprofit organization with a substantial relationship with a qualifying parish in the Episcopal Diocese of Atlanta.
 - Must be a registered 501(c)(3) nonprofit or have a qualifying fiscal agent.
- **Mission-Oriented:** While there are many worthwhile organizations and causes doing great work in our community, ECF specifically supports those working with the poor and oppressed, including efforts around hunger, homelessness, generational poverty, refugee services, human trafficking victims, and those whose lives have been impacted by the criminal justice system.
- **Geographical Area:** There are many phenomenal efforts and ministries geared towards national and international efforts to relieve poverty and oppression that are supported by parishes throughout the Episcopal Diocese of Atlanta. However, ECF specifically supports those working in our local communities in Middle and North Georgia.
- **Sustainable Partnerships:** ECF recognizes that it is through our collaborative efforts that we are able to see significant change. With that in mind, ECF prioritizes funding significant, sustainable ministries and partnerships with the community. While this does not exclude operational support for existing projects, ECF seeks to enable sustainable partnerships that utilize the skills and resources of our communities to accomplish that which we cannot do on our own. We recommend that all partners in the partnership work together to complete the application, and submit the application jointly.
- **Preferred Traits:** In addition to the above requirements, preferential consideration will be given to projects that include the following features:
 - For established ministries, have demonstrated effectiveness in meeting goals/objectives and changing the lives of people.
 - Projects that include participation of those served in both planning and implementation.
 - Projects with significant opportunities for the training and use of volunteers.
 - Projects that build community among volunteers, among those served, and between volunteers and those served, thus reflecting the Foundation's belief that people are strengthened in community.

If you have received an invitation to complete the General Grant Application for ECF funding, we encourage you to complete our application using the following guidelines:

- **Request Contact**
 - Please CAREFULLY answer the question “Are you a parish in the Episcopal Diocese of Atlanta?” If you are a nonprofit who is a partner of a parish, then you are NOT a parish. This question will alter the application – make sure you choose correctly!
- **Grant Overview**
 - These questions were included in your LOI – we ask them again in the application in case the scope of your proposal has shifted. If your answers are the same as in your LOI, please select those answers here.
 - **Amount Requested:** Please note, we have not set specific limits around the grant amount or timeframe for funding. This is intentional, as we hope organizations/ministries will be innovative with their requests.
 - **Project Budget:** Attach a detailed, itemized project budget with narrative outlining how the requested funds will be utilized. Be specific; for instance, listing “\$500 for consultant” would not provide enough detail, but “\$500 for Susie Q Consulting, quote is on page 2” would. Include backup for any contractors, consultants, quotes, etc.
- **Proposal Detail**
 - This section provides you with an opportunity to provide, in detail, the exact reason for your proposal. It should expand upon the “Purpose of Proposal” you provided in your LOI.
 - Consider stating your goal clearly, simply, and powerfully with “How Might We” Statements. Resources:
 - [“The Secret Phrase Top Innovators Use” Harvard Business Review](#)
 - [How to generate “How Might We” statements](#)
 - [Ideo.org Design Kit](#)
 - **Equity Impact Analysis:** These questions are designed to help identify what varied strategies should be used to attain the stated goal of the program/project universally to achieve greater results for all participants. Often applicants find that adjustments need to be made to ensure equity.
 - What is a logic model?
 - [Download a template](#) you may use for your application, though you are free to use your own model if you would like.
 - According to the W.K. Kellogg Foundation, “a logic model is a systematic and visual way to present and share your understanding of the relationships among the resources you have to operate your program, the activities you plan, and the changes or results you hope to achieve;” it is “a picture of how your program works – the theory and assumptions underlying the program . . . This model provides a road map of your program, highlighting how it is expected to work, what activities need to come before others, and how desired outcomes are achieved.” [Logic Model Development Guide](#)
 - [“How to Create a Logic Model”](#)
 - Note: your logic model may drive the metrics of your Final Report required by your grant funding.
- **Episcopal Partnership:** Please review the Organizational Status section of our Eligibility Criteria.
- **Financial:** This section is where details surrounding in-kind donations, volunteer labor, and resources provided by partners may be shared. Keep in mind – ECF prioritizes funding sustainable partnerships, so a plan regarding continuation of the project/program after ECF funding has ended

will be important. Your attached financial statements may include as many pages as necessary to give an accurate understanding of your financial situation.

- **Board of Directors/Vestry:** This section provides information which indicates to what extent your Board of Directors/Vestry supports the work of your organization/ministry. Please note, in-kind donations by board/vestry members should only be listed if they are financially-measurable. For example, the time each board member volunteers for meetings and board activities would NOT count. A donation of a \$500 worth of paper products that the organization/ministry would have had to purchase if not for the donation WOULD count.
 - **Membership Listing for Board of Directors/Vestry:** Please upload a PDF or Word document with the full membership of your Board of Directors or Vestry. Include any leadership positions such as Chair, Treasurer, Senior Warden, etc.
- **Strategic Planning:** ECF encourages all organizations/ministries applying for funding to have a strategic plan in place covering a minimum of 24 months. Your strategic plan should include the following:
 - Your mission and vision statements for the organization/ministry.
 - An assessment of stakeholder and community needs which demonstrates participation from staff, volunteers, clients, etc.
 - Strategic goals with measurable objectives (refer to your “How Might We” statements from the Proposal Detail)
 - Implementation plan showing action steps (refer to your Logic Model), a timeline, and assigned responsibilities (staff, volunteer, etc.)
 - Written assessments on a quarterly, semi-annual, or annual basis measuring organizational progress to goals.
- **Additional Information:**
 - **Site Visits:** After the application deadline has passed, the ECF Executive Director will reach out to the Request Contact to schedule the site visit. Someone representing the church’s leadership is REQUIRED to attend the site visit (most often this will be the Rector).
 - **Reporting:** To properly steward the resources of ECF, we will require reporting for all funding requests. All parishes/organizations must provide a final report at the conclusion of your funding, and, depending on the specific circumstances of your request, you may have additional reporting required throughout your grant period. Information detailing the specific reporting for your grant will be included in the grant agreement provided upon the award of each grant.
 - **Publicity:** To ensure future funding availability, ECF must be able to communicate the work it is doing in the community to its current and future donors. By including ECF’s funding in your publicity efforts, we are able to continue this good work for future opportunities!
- **Authorizing Signatures:** Please type in the name of the Organization Leader/Rector and the Board Chair/Senior Warden. Typing in the names of the Organization Leader/Rector and Board Chair/Senior Warden acts as their signatures; electronic signatures (images of actual signatures) are not necessary. By typing in the names of the Organization Leader/Rector and the Board Chair/Senior Warden, they authorize submission of the LOI and take responsibility for its content. The ECF encourages all applicants to share the LOI with its board/vestry and staff leaders prior to submission.

Questions: If you would like to schedule an appointment to discuss your application, please contact Lindsey Hardegree, Executive Director of the Episcopal Community Foundation for Middle and North Georgia, at LHardegree@episcopalatlanta.org or 404.601.5362.