



**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.

Letter of Intent (LOI) Instructions

Revised May 24, 2022

Please carefully review our Criteria for Applying on our website before beginning your LOI.

- **Organization/Parish Information:** Please provide information for the organization or parish where the program/project or ministry is housed. If there are multiple organizations partnering for this request, **you will need to identify who the primary applicant is and provide their information throughout the application.** It is important that you identify a primary applicant and consistently use their information throughout the application as the application questions will change depending on the selected organizational status. You **will** have the opportunity to detail the involvement of other entities in the Grant Request section. If you have questions about which organization is your primary applicant, please contact ECF.
- **Contact Information:**
 - **Organization Leader/Rector:** This role may be a CEO, Executive Director, Rector, Priest-in-Charge – whoever is the decision-making leader of the organization or parish that is applying for the grant.
 - **Board Chair/Senior Warden:** This role will either be the chair of the Board of Directors or the Senior Warden of the Vestry.
 - **Request Contact:** This person will be the primary contact for ECF for this LOI and future communication. This may be the ministry chair or a grant writer.
- **Organization/Ministry General Details:** You will be required to attach proof of status with either your most recent Annual Parochial Report or your Tax Determination Letter. Choose carefully and be consistent with the organization/parish name provided at the beginning of the form.
 - 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.
- **Episcopal Partnership:** For nonprofit organization applicants, a Parish Statement of Support is a REQUIRED component of your LOI. ECF no longer accepts a standard “letter of support.”
 - **DO NOT WAIT UNTIL AFTER YOU SUBMIT YOUR LOI TO SEND ECF YOUR PARISH CONTACT INFO!**
 - The Parish Statement of Support is a separate form that **MUST** be completed by your partner parish. Your LOI will be considered incomplete without the Parish Statement of Support which is due at the same time as your LOI.
 - Out of respect for your parish partner, please contact ECF as soon possible with the name and email of your primary contact at your parish. ECF will reach out to the parish to start this process as soon as we receive this info from the applicant.
 - To preserve confidentiality for the parish, you will **NOT** receive a copy of this submission. However, ECF will confirm when you when we have received your parish’s statement.
- **About Your Organization/Ministry:** Applicants can provide context regarding the organization/ministry’s overall operations. Do not use this section to describe programmatic activities or impact.

- **Mission and Vision:** A mission statement describes the purpose of an organization/ministry – its reason for existing. A vision statement is a description of where an organization/ministry wants to be in the future, what it wants to accomplish. For example:
 - Mission: We provide meals to hungry children by doing X, Y, Z.
 - Vision: We see a world where there are no hungry children.
 - Additional Resource: [Creating Mission and Vision Statements](#)
 - **Summarize the organization/ministry’s history:** Highlight important organizational milestones and include information related to when and why the organization/ministry was established. **Do not describe the organization/ministry’s programs in this section.**
 - **Describe the organization/ministry’s work and the target audience.** Describe in general terms what the organization/ministry does and who are the organization/ministry’s clients, program participants or audience members. Be sure to include the total number of individuals served by the organization/ministry in the last completed fiscal year.
 - **Membership Listing for Board of Directors/Vestry:** Please upload a PDF or Word document with the full membership of your Board of Directors (for nonprofit applicants) or Vestry (for parish applicants). Include any leadership positions such as Chair, Treasurer, Senior Warden, etc.
 - **Financial Statements:** Include as many pages as necessary to give an accurate understanding of your financial situation.
- **Grant Request**
 - **Project Focus:** Please select the project focus that your proposal will address.
 - **Purpose of Proposal:** Briefly describe your proposal. Your request
 - Should expand the capacity to address one of the key focus areas
 - Should be transformational to the organization/ministry and local community
 - Should be grounded in evidence-based best practices
 - Should consider long-term sustainability
 - **How will this funding strengthen the organization/ministry’s ability to address community needs and opportunities?** Describe how a grant from ECF would allow the organization/ministry to meet internal capacity needs such as staffing or utilities and/or external community concerns such as expanding services. Write simply, avoid jargon, and write out acronyms the first time they are used.
 - **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.
 - **Church Property:** If your project involves renovating or building on church-owned property, you will be required to provide proof of approval of your project from the Episcopal Diocese of Atlanta as a part of your LOI.
 - **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 have any question about whether or not your organization/parish qualifies, if your project meets basic funding criteria, or if you would like to discuss your LOI, please schedule an appointment with Lindsey Hardegree, Executive Director of the Episcopal Community Foundation for Middle and North Georgia, at <http://calendly.com/ECFimpact>. We strongly encourage potential applicants schedule a phone appointment with our Executive Director prior to applying!