



**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**

*Revised May 6, 2021*

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 with serving people in need and encourages spiritual growth for Episcopalians through service.

**All those who are invited to complete the General Grant Application will have first submitted a satisfactory Letter of Intent. ECF will not accept unsolicited General Grant Applications.** If you have received an invitation to complete the General Grant Application for ECF funding, we encourage you to use 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. The application questions will change depending on the selected organizational status, so 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.
- **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. [A full list of grant reporting expectations can be found on ECF’s website.](#)

- **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 discuss your application, please schedule an appointment with Lindsey Hardegree, Executive Director of the Episcopal Community Foundation for Middle and North Georgia, at <http://calendly.com/ECFimpact>. Regular communication with ECF is highly encouraged!