



**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 Letter of Intent (LOI) to Apply for Grant Funding Form

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.

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, Episcopal 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. ECF looks to fund opportunities which include strong partnerships with Episcopal parishes, not only supporting the nonprofit partner but also providing a substantial outreach opportunity for the parish. We prioritize funding collaborations that strengthen both those being served as well as the parishioners. 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.
- **Project-Oriented Impact:** As ECF's grants serve the entire Diocese of Atlanta, projects which are oriented around capacity building and capital needs are significantly more attractive as they do not require annual renewal every year. While this does not completely exclude operational support for existing projects, ECF prioritizes requests that support creating new programs, expanding existing efforts, or innovative ideas and solutions.
- **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 are eligible for ECF funding, then we invite you to complete the ECF Letter of Intent (LOI) Form using the following guidelines:

- **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.
 - If the organization/parish name is an Episcopal church, then the organization leader will be the rector, the organizational status will be Episcopal Parish or Worshiping Community, the membership listing for board of directors/vestry will be the vestry, etc.
 - If the organization/parish name is a nonprofit, then the organization leader will be the executive director, the organizational status will be 501(c)(3) or Fiscally Sponsored, the membership listing for board of directors/vestry will be the board of directors, etc.

- **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.”
 - The Parish Statement of Support is a separate form that **MUST** be completed by your partner parish. It is due at the same time that your LOI is due. As a result, we highly recommend that you contact ECF as soon possible with the name and email of your primary contact at your parish. **DO NOT WAIT UNTIL AFTER YOU SUBMIT YOUR LOI TO SEND THIS INFORMATION.**
 - Your LOI will be considered incomplete without the Parish Statement of Support which is due at the same time as your LOI.
 - 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 have the opportunity to provide context for reviewers 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 or Vestry. 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 take into account 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.
 - **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 schedule an appointment to discuss your LOI, please contact Lindsey Hardegree, Executive Director of the Episcopal Community Foundation for Middle and North Georgia, at LHardegree@episcopalatlanta.org or 404.601.5362. We **strongly encourage** potential applicants schedule a phone appointment with our Executive Director prior to applying!