



The Convocation of Episcopal Churches in Europe

Grant Guidelines

The Convocation exists to provide for the parishes and missions what they cannot provide for themselves alone. This may be spiritual, educational, financial or developmental support, among other things. A key role for the Convocation is to serve as the hub of a network of knowledge-sharing for its congregations. The Convocation is dedicated to practicing sound stewardship of its limited financial resources and to stimulating and maximizing Convocation-wide benefits and learning from grants.

Recognizing that opportunities for specific projects or special or unexpected needs may arise in the Convocation, the budget includes a provision for grants. The main purpose of these grants is to support development of our mission, by enabling congregations to carry out a project they might not otherwise be able to do; and offering a network of innovative thinking, knowledge and experience of benefit elsewhere in the Convocation.

Grant Categories

1. General grants

General Grants are for those applicants who envision projects that are directed toward one or more of the areas of Vision 2012 and have explicit Convocation-wide benefits.

Grant requests in this category

- 1) must be applicable to one or more of the areas of Vision 2012:

I. Community and Identity

II. Lifelong Formation, Lifelong Transformation

III. Beyond Our Doors: Sharing the Transformative Power

IV. Managing God's Assets: People and Other Resources

See full description in the document *Vision 2012: In the fullness of time*

- 2) must be, for example, projects, resource development initiatives, new outreach strategies, educational or spiritual events, mission planting, or any another initiative that takes place with a specific congregation, but that includes other congregations in its actualization, or that includes in the *Grant Request Form* a specific plan to share the knowledge learned with the wider Convocation.
- 3) are strongly encouraged to be partially funded by the congregation and/or other funding sources.

Overall, preference will be given to grant applications with explicit Convocation-wide benefits, and those indicating partial funding by the congregation or other sources.

2. **Exceptional grants**

Realizing that congregations can at times encounter unusual and unforeseen circumstances, applications for Exceptional Grants will also be considered that assist individual missions or parishes directly, but that do not necessarily contain an explicit benefit for other parishes. It is hoped, however, that the congregations that receive these one-time awards will reflect on broader learning that might be gleaned from their experience.

Such grants will be made to cover a deficit in the upcoming year's budget resulting from extraordinary costs in the current year that the congregation is unable to cover, but only after all other means of funding have been exhausted. It is also expected that the congregation will demonstrate a commitment to strong fiscal planning. Examples of such grants include the need to help cover expenses that occurred in one year due to a rector's long-term illness requiring an interim, which means the congregation will begin the following year with a deficit. Normally, foreseeable events will not be covered (e.g. a rector search or rector's sabbatical, assessment, building maintenance).

3. **Restricted Grants**

The Convocation benefits from the interest of two funds that are restricted in the following ways.

Germany Trust Fund: Monies from this fund can be used only for mission in Germany. Currently, the total available is approximately € 3,000 annually.

The Rowthorn Fund: Monies from this fund are intended for grants and activities for youth or new mission projects. Currently, the total amount available for grants is approximately € 5,000 annually.

These grants should fulfill the same criteria as one or the other of the first two categories.

Grant Request Procedures

Grant applications must be submitted to the Bishop's Office —
absolutely no later than April 8 of the year preceding the grant period.

All grant applications must include:

- **Grant Request Form**
- **Grant Expenditure Report** for any grant received the previous year (if applicable), with all required receipts, etc.
- **Grant Project Learning Report** for any grant received the previous year (if applicable)
- **A brief report** (1–3 paragraphs) for an ongoing grant in the current year
- **Year-to-date financial statement for the current year**
- **Parochial Report for the previous year** must have been submitted on-line.

All documents listed are found on the Convocation website. Any incomplete applications will not be considered.

Grant Recipient Requirements

Each grant recipient is encouraged to assign leadership and responsibility to a person (Grant Officer) who will oversee the project and also be a liaison to the Council of Advice. This may be the Rector, a member of the Vestry or Bishop's Committee, or another member of the congregation. The Council of Advice will assign one member to liaise directly with each Grant Officer to offer support in the submission of grant applications and in the implementation of the project.

In order that the Convocation as a whole might learn from every Euro spent, each grant recipient, whatever the category of the grant, is required to complete a **Grant Project Learning Report** as well as a **Grant Expenditure Report** for grants received in the previous year. The Council of Advice will collate and summarize the *Grant Project Learning Reports* for presentation at the Convocation Convention in order to share best practices with the broader Convocation and to stimulate further creative approaches to ministry and mission.

Grant Timeline:

All documents listed are found on the Convocation website

- Jan–April: Grant requests and reports prepared. The congregation assigns a “Grant Officer” for the project. Council of Advice member available to liaise with congregations to provide support as needed.
- April 8:** *Grant Request Forms* and all required accompanying documents submitted to the Bishop’s Office by the congregation.
All grant recipients submit *Grant Project Learning Report* and *Grant Expenditure Report* on grants received the previous year.
- June-Aug: Finance Committee begins preparing budget. Members of the Council of Advice (Standing Committee) review applications, seek additional information from the Grant Officer if needed, and complete the evaluation using the *Council of Advice Grant Assessment Form* (which can be viewed on the web).
- September: Council of Advice meets to determine the budget and to allocate grants for the following calendar year.
Grant applicants given provisional notification of results of their request.
- October: Delegates to the Convention of the Convocation of Episcopal Churches in Europe vote to ratify the proposed budget and grant allocations.
Council of Advice presents summary of the *Grant Project Learning Reports* to the Convention in order to share best practices with the broader Convocation and to stimulate further creative approaches to ministry and mission.
- November: The Chair of the Council of Advice, in consultation with the Treasurer, informs all grant applicants of the results of their application. Recipients are also provided a date by which they can expect to receive the funds.
- Jan.–Dec.: Grant Recipients implement projects as proposed in their applications. The Council of Advice Liaison maintains contact with the Grant Officer at least quarterly to offer support and provide brief progress reports to the Council of Advice.