

**Episcopal Diocese of Texas**  
**World Mission**

Ministries and organizations requesting a grant from the World Mission Board of the Diocese of Texas shall submit:

- 1) Part I -- a Summary Grant Application
- 2) Part II -- a brief written proposal as outlined below, including a recent revenue and expense statement of the organization that will receive the grant (or a financial statement of the parent organization that controls the grant-seeking organization).

Please read Part III, Policies for Reviewing Grant Proposals. ***Please note that we cannot accept grant requests that do not include both Parts I and II.***

Proposal requests shall be typed on single sided pages, and mailed or submitted electronically (preferred) to the following address:

Kathy Dunn, The Episcopal Diocese of Texas  
Attn: World Mission Board  
2695 S. Southwest Loop 323  
Tyler, TX 75701  
kdunn@epicenter.org

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**Part I -- Summary Request for Grant Application**

(Note: All questions apply to the organization that will receive and administer the grant funds.)

**Organization:**

**Address:**

**Contact person:**

**Telephone:**

**Email Address:**

1. Dollar Amount of Grant Request: \$ \_\_\_\_\_  
(Maximum Small Grant: \$3,000)

2. Has the organization received previous funding from the Episcopal Diocese of Texas  
World Mission Board? Yes \_\_\_\_\_ No \_\_\_\_\_

Amount:

When?

Has a report been submitted to the World Mission Board to explain use of  
previous funds granted? If yes, by whom?

3. Is the recipient organization a U.S. chartered 501(c)3 corporation, or is it connected to a U.S.  
based 501 (c)3? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Is this an Episcopal/Anglican initiative that is related to a diocesan institution, an Episcopal/Anglican congregation, or a related ministry in the country where the ministry/ project will be done? If yes, explain. If yes, does this project have the approval and support of the regional bishop or other local Anglican or Episcopal authorities?

5. In what diocese of the Anglican or Episcopal Church is this project located?

6. Is there a connection with an Episcopal institution or congregation in the United States? If yes, explain.

7. Brief Summary of the ministry/project:

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8. How would this grant enhance the intended project or program of the ministry or organization?

9. Please provide all information necessary to transmit funds, should the grant be approved:  
A) Account type; B) Bank Name & City; C) Country; D) Name on Account; E) Account Number; F) Address on Account; G) SWIFT Code. If there is an intermediary bank, include that bank name and SWIFT Code also.

10. Is the recipient or administrator of the funds the actual organization carrying out the proposed project or work? Yes\_\_\_\_\_No\_\_\_\_\_If no, explain the relationship of the recipient and the project organization:

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11. If the project location is in an area of active armed conflict, please explain the plan to ensure the safety of the project.

Authorized Representative Signature:

\_\_\_\_\_ Date: \_\_\_\_\_

(For use by World Mission)

Chair Signature: \_\_\_\_\_

Authorization Date: \_\_\_\_\_

**\*\*\*Should your application be approved, the World Mission Board expects you to share your mission story following the Communications Customary found on page 6 of this packet.**

## Part II -- Written Proposal Outline

**In a written proposal, not to exceed three pages of narrative, include the following points:**

1. Outline the **goals and objectives** of the intended ministry or proposed project, including the persons to be served and the time frame. Describe what Gospel mission goals or Sustainable Development Goals will be met by the project.
2. State the **total amount** needed for the proposed project.
3. What amounts are being requested, or have been received, for this project from **other sources**?
4. If the proposed project is supported by, or endorsed by a U.S. based Episcopal congregation, is there a significant financial role or volunteer or other in-kind contributions provided by that congregation(s)?
5. Please provide the proposed operational **budget** for the ministry/project, including:
  - a. all potential or received funding for this project;
  - b. all the expenditure items, and **which items in particular would be underwritten by the World Mission grant**;
6. Are **other organizations** or ministries providing the same or similar services in the area to be served? If yes, describe briefly.
7. Describe how the project will be **evaluated and reported**. Evaluation should include a description of how the objectives were accomplished. (A grant is awarded only if you agree to send a copy of the evaluation report to the EDOT World Mission Board.)
8. What oversight will be in place to ensure the **proper use** of the funds?
9. Please provide the following information about the organization that will receive the grant:
  - a. The **history** of the organization.
  - b. Separately and in broad categories, the total revenue and expenditures of the project organization or the recipient organization.
  - c. Indicate if the organization is part of a larger **network or a stand-alone** organization.
  - d. List the **names** of the persons having a direct relationship to the intended ministry or project, plus those serving on the Board of Directors or in leadership positions.
  - e. State the name of the principal American contact, if applicable.

## Part III -- Policies for Reviewing Grant Proposals Submitted

## To the Diocesan Department of World Mission

Our Lord and Savior Jesus Christ described His mission as bringing good news to the poor, freeing those who are captives or oppressed, healing the sick, and bringing God's favor and abundance to all (Luke 4:16-20; John 10:10). This is the Gospel mission and the World Mission Board seeks its fulfillment. The purpose of our grants is to meet these needs through the alleviation of all that keeps people from enjoying God's abundant creation rather than to pursue direct, evangelistic objectives or goals.

A successful proposal will show how the funds will enhance human development in economically impoverished regions, especially relating to Sustainable Development Goals.

1. Organizations submitting grant proposals must submit Parts I and II: Summary Grant Application and a Written Proposal Outline, and the requested financial information.
2. The Diocesan World Mission Board will exercise due diligence to ascertain that there will be sufficient accountability and oversight of any funds granted, either by the onsite supervisory organization, a diocesan office, or a judicatory overseeing the ministry/project.
3. **Small Grants:** Maximum grant funds to be awarded are \$3,000 for the first year and not more than half of the first grant for a potential second year grant, if applicable or deemed advisable. Second year funding will **not** be considered without an evaluation report of the project. Requests can be for any worthy small event or project that enhances domestic or foreign mission. Congregations in the diocese are especially encouraged to apply for grants to fund in part projects and materials for their missional relationships.
5. **Sustainable Development Grants:** These grants are wider in scope and will profoundly enhance the quality of life for persons in extreme poverty living outside the United States. Proposals must address the Sustainable Development Goals. It is the practice of the board to fund and partner with organizations and agencies who have a proven track record of financial accountability, especially when it comes to micro-financing. Dollar amounts range widely; achievability of goals, positive human impact of project, and strength of accountability are the highest priorities in granting requests.
6. Typically, no grantee will receive more than two years of funding. Applications for additional grants from organizations which have already received funding might be

considered, provided that there is at least a two year lull period between receipt of the previous grant and the new request. **Additional requests by an organization must be for a different project than was funded in the past.** Proposals from organizations which have received past funding will be considered a lower priority than those from organizations submitting for the first time.

7. Grants are not available for salaries or support of US missionaries abroad, although funding for specific programs may be considered if they meet our funding criteria.

8. Grants are not intended to assist in funding normal church or diocesan operations.

9. Grants for micro-finance or micro-loans require a third-party (e.g. experienced NGO) partner.

9. Preference will be given to projects that are receiving substantial funding from other sources.

10. Proposed grant applications will be reviewed by the assigned Grant Committee of the World Mission Board.

11. Grant proposals may not be directly submitted by members of the World Mission Board. Board members should disclose any relationships or direct interest they might have with an organization submitting a grant proposal to the World Mission Board. Depending on the proximity of the relationship, a board member might be asked to not be present when the vote takes place, or even asked not to engage in discussions regarding the grant proposal in question.

12. Priority will be given to projects that have an Anglican or Episcopal relationship and are supported by the local bishop.

13. Preference will be given to projects addressing the Sustainable Development Goals, found here: <http://www.un.org/sustainabledevelopment/sustainable-development-goals/>

## Sharing Stories Guidelines

The World Mission Board is grateful for your faithfulness to the gospel call to mission in our world. Mission is about the building of relationships and part of building relationships is sharing stories. We ask that you join us in sharing stories through communicating about your mission work. Following this customary will facilitate prompt and effective communication through our Diocesan Office and the World Mission Board.

**Prepare a press release** with a story and photo within a week of returning from a trip or completing a project. (It is important that this happen very promptly).

Send this press release and photo to:

The Rev. Meredith H. Crigler, World Mission Board Chair at [meredith@trinitybyt.com](mailto:meredith@trinitybyt.com)

Kathy Dunn, Executive Assistant to The Rt. Rev. Jeff Fisher at [kdunn@epicenter.org](mailto:kdunn@epicenter.org)

**Engage with social media** while on your trip or during your project.

Post items on Facebook and tag the World Mission Board of the Diocese of Texas and the Episcopal Diocese of Texas using #WorldMissionEDOT and #edot

Tweet on twitter using @texasdiocese and upload photos to Instagram using @texasdiocese

**Consider shooting video**, recording audio on a digital recorder, and inviting a photographer to join you. Audio and video gives the people in your photos the opportunity to share their voice. These combined with great photos can be put together in a video to share with others. (Please stabilize your video/audio).

**Remember to ask permission to share** photos/videos/recordings and in them to not identify anyone under 18 by name. See current Safeguarding polices for more information.