

THE EPIPHANY PARISH GRANT PROGRAM

2009-2010

Please submit completed application no later than Friday, November 6, 2008 to:

Parish Grant Review Committee
Church of the Epiphany
914 Old Harrods Creek Road
Louisville, KY 40223 Attn: Sister Lorraine Lauter

Name of Parishioner(s) submitting proposal: _____

Home Address: _____

Phone: _____

Please submit a typed application that answers the following questions. Answers should be brief and to the point.

1. What is the name of the project?
2. Who will be served by the project?
3. What need is the project addressing?
4. What will the project accomplish?
5. How will parishioners be involved?
6. Name(s) of parishioner(s) who will oversee the project, including volunteer recruitment and training, budget process, on-going communication with the 10% Committee, etc.
7. What activities will be conducted to achieve this project's goals? (Include timeline.)
8. What will be the direct and indirect benefit(s)/outcome(s) of this project?
9. Will this project be continued beyond the grant? How?
10. List any other groups (agencies, churches, etc.) involved in this project. Attach the financial statement of the sponsoring organization, if there is one.
11. Why should this project be funded by a Church of Epiphany grant?
12. When will funds be needed to implement the project? Please submit a date after January 2010, and explain.

Budget Description: Please attach the budget of the project for which funding is being requested. Budget information should include pertinent information regarding personnel, equipment, food and supplies, printing, travel, telephone, media and audio-visual materials, mailing supplies and postage, and any other items connected with the project.

Total Cost of Project:

Amount Requested:

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Important Information for Applicants: Please read carefully.

Grant Criteria

The parish grants are awarded to projects that empower Epiphany parishioners to respond to brokenness in the human community. Grants are reviewed according to the following criteria:

1. Involve parishioners in meaningful, active work of compassion
2. Consistent with Gospel values of justice and peacemaking
3. Reasonable in scope

Grant Norms

1. Response to a particular need beyond the Epiphany community.
2. Submitted by an Epiphany parishioner or group of parishioners
3. Implement/directed by an Epiphany parishioner or group of parishioners
4. Funds must be used in accordance with the terms of the proposal.
5. The proposal may include an existing agency or organization or consist of an original idea not connected to an existing group.

Grant Funds

This year, a total of \$18,000 will be disbursed. Grant proposals may request all or part of the available funds. In the event that only some or none of the earmarked money is distributed in the grant process, the \$18,000 or remainder would be distributed in the usual way via the standard Ten Percent Subcommittee process.

Grant Review and Award Process

Grant applications will be reviewed on Tuesday, December 1, 2009, at 6:30 pm, in the Parish Community Center. The individual submitting the proposal (or his/her representative) must be available in person to the Grant Review Committee to answer any questions the Committee has regarding the proposal. Grant proposals are restricted to oral responses to the questions of the committee. The committee will not view audio-visual aids, including slide presentations, brochures, posters, etc.

The Grant Review Committee is composed of one representative from each of the following Epiphany Committees: PPC Executive, Formation, Social Responsibility, Worship, Parish Life, Administration, Hunger and Poverty, Environmental Concerns, Ten Percent, Stewardship and Youth.

The funds will be awarded that same evening. Applicants will be informed of the results within a few days, in a timely fashion. Applicants may email a request for the results of their proposal on Wednesday, December 3, 2009, to Lorraine@churchofepiphany.com.

Disbursement of Grants

Grant funds will be disbursed over the course of several months, beginning with January of 2010. Please keep this in mind as you prepare your project.

Accountability of Recipients

Grant recipients will receive follow-up communication by email after they have received their funds, with the expectation that they report the following in a timely manner:

- A financial statement as to the use of the funds.
- The date/s on which the funds were used.
- The Epiphany parishioners who were involved.

Questions about the grant process may be addressed to Sister Lorraine Lauter at 245-9733, x19.