

Guidelines for OU Ministry Projects

Rector, vestry and parishioner involvement are necessary participants in the ministry, in order to provide voluntary assistance and financial support. The provision of the church facility as meeting space is preferable but not mandatory.

Grant recipients may not use OU funding as a *pass-through* contribution to support an existing ministry or a community outreach program. A pass-through recipient of a grant receives funding which it “*passes on*” or “*passes through*” to other recipient.

Priority is given to new outreach projects, which are directed at providing food, shelter, clothing, health care, and educational development for needy children or adults. After a ministry receives its third year of grant funding, it will not be eligible for future grant funding, unless the ministry expands its outreach service to include another humankind need.

Grants must be used for outreach purposes and may *not* be used for facility renovations, building maintenance, congregational development or compensated staffing related to the ministry.

As a general rule, the grant amount for any given program may not exceed 15% of the available funds from the annual allocation.

Grant applications must be submitted electronically to the Diocese and include a budget.

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Grant funds may *not* be used as a church’s sole support of a ministry or a community’s outreach program.

The Episcopal Diocese of Central Pennsylvania will send a check only to an Episcopal church and not to a person or another outreach group. When completing the form, please include the recipient church’s name (as it is to appear on the check) and the prime contact person’s name, postal/email addresses and a daytime telephone number.

OU Committee members visit ministries that received grant funding, so we view the ministry’s activity and confirm that grant funding is being rightfully used.

Six months after receiving grant funding, the ministry must submit a *Progress Report* describing the work completed and the ministry’s future outlook, along with a financial report comparing the ministry’s proposed budget (from the grant’s application) of the actual receipts and expenses to date. Personal stories, photos and financial statements contained in the *Progress Report* should communicate the ministry’s success and how responsive your parish and the Episcopal Diocese of Central Pennsylvania is in helping people in need.

