



# EPISCOPAL DIOCESE OF CENTRAL PENNSYLVANIA

## BISHOP'S MISSIONAL GRANT APPLICATION

**PLEASE REFER TO GRANT DIRECTORY LOCATED ON DIOCESE WEBSITE FOR ADDITIONAL INFORMATION.**

One application may be used for multiple grant requests. Preferable method of submission is via email to [clinder@diocesecpa.org](mailto:clinder@diocesecpa.org). You may also submit application by mail to: The Episcopal Diocese of Central Pennsylvania, Attn: Chad Linder, Canon for Finance and Operations, 101 Pine Street, Harrisburg, PA 17101. If you have any questions, please feel free to email or call Canon Linder at (717) 236-5959 (ext. 1107) or (717) 968-5550.

The Bishop's Missional Grants are designated for: (1) outreach projects that are directed to providing food, shelter, clothing, healthcare, and educational development for underserved children and adults or (2) to support congregations, individuals, and small groups in exploration of new and bold ways of serving God. Priority is given to projects that are NEW or are significant expansions of existing projects.

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### SECTION I : GENERAL INFORMATION (Required of all applicants)

PARISH: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONVOCATION: \_\_\_\_\_

Primary Contact for Grant: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vestry Approval: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_

Project Name (If Applicable): \_\_\_\_\_

Parish Priest: \_\_\_\_\_ Email: \_\_\_\_\_

Senior Warden: \_\_\_\_\_ Email: \_\_\_\_\_

Junior Warden: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Yr. Fair Share Assessment: \_\_\_\_\_ Current Yr. Fair Share Assessment: \_\_\_\_\_

Previous Yr. Fair Share Pledge: \_\_\_\_\_ Current Yr. Fair Share Pledge: \_\_\_\_\_

Did Parish Fulfill Pledge: Yes \_\_\_ No \_\_\_ Is Parish Current on Pledge: Yes \_\_\_ No \_\_\_

Is your parish participating in Shaped By Faith? Yes \_\_\_ No \_\_\_

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**SECTION II: REQUEST**

GRANT AMOUNT REQUESTED: \$ \_\_\_\_\_ TOTAL PROJECT COST: \$ \_\_\_\_\_

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**SECTION III: PLEASE LIST ANY FUNDING YOUR PARISH HAS RECEIVED FROM THE DIOCESE IN THE PREVIOUS THREE YEARS.**

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Project/Ministry Name: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Project/Ministry Name: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Project/Ministry Name: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Project/Ministry Name: \_\_\_\_\_

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Project/Ministry Name: \_\_\_\_\_

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**SECTION IV: NARRATIVE & GRANT SPECIFIC DETAILS**

Please include the following with your application:

- Briefly tell us about your congregation and community.
- Nature of the project – What will happen and where will it take place?
- Participants in the project
- Length of the project
- Desired outcomes
- Statement of how the project will serve God’s Mission of restoration and reconciliation
- Budget for the project including documentation of other sources of income – or none
- How will the ministry be sustained beyond the grant period?
- Endorsement of the project by parish vestry as evidenced by a vestry vote and letter of certification by the person submitting the application. Discussion, approval, or not, must be memorialized in the minutes of the vestry meeting in which this discussion was held.

Notes / Comments: \_\_\_\_\_

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**SECTION V:**

**ALL PARISHES SUBMITTING APPLICATION FOR A GRANT OR LOAN MUST PROVIDE THE FOLLOWING DOCUMENTS WITH THEIR APPLICATION.**

- 1) Copy of Vestry minutes that include discussion and approved motion supporting request.
- 2) Detailed budget for the upcoming year.
- 3) Most recent YTD Income/Expense Statement and previous year's Income/Expense Statement
- 4) Most recent YTD Budget vs. Actual Statement and previous year's Budget vs. Actual Statement (this may part of your Income/Expense statements.)
- 5) Current Balance Sheet – this must include ALL cash and investment assets, including any “endowment” accounts. The balance sheet must also include how the assets are either 1) unrestricted, 2) vestry restricted, or 3) donor restricted (true endowment)
- 6) Most recent investment account statement(s).
- 7) Most recent audit report – if an audit was performed. If an audit has not been performed in the past three years, please provide the date of the last audit.

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**\*\*\* INTEROFFICE ONLY \*\*\***

Date Received: \_\_\_\_\_ Scanned: \_\_\_\_\_  
Documents Received: Project Narrative: \_\_\_\_ Detailed Project Budget: \_\_\_\_ Vestry Doc.: \_\_\_\_  
Balance Sheet: \_\_\_\_ Most Recent Parish Audit: \_\_\_\_ Current Yr. I/E Stmt.: \_\_\_\_ Previous Yr. I/E Stmt.: \_\_\_\_  
Current Yr. B/A: \_\_\_\_ Previous Yr. B/A: \_\_\_\_  
Date Reviewed by Canon of Finance & Operations: \_\_\_\_\_  
Approved by Grant Manager / Committee: Yes \_\_\_\_ No \_\_\_\_ Date: \_\_\_\_\_  
Approved by Finance Committee: Yes \_\_\_\_ No \_\_\_\_ Date: \_\_\_\_\_  
Award Amount: \$ \_\_\_\_\_  
Parish Notification: \_\_\_\_\_