



GUIDELINES 2015

BACKGROUND

The Salt and Light grant program of the Church of the Holy Cross (“Holy Cross”) is funded with the investment income generated by Holy Cross’s Endowment Fund (“the Endowment Fund”), which was established in 1991 with gifts provided by parishioners. It continues to be funded by gifts to the Fund. **Gifts for the Endowment Fund may be sent at any time to the Church of the Holy Cross, 2455 Gallows Road, Dunn Loring, VA 22027-1225.**

GRANT PROCESS AND TIMETABLE

Salt and Light grants will primarily be awarded in three broad areas: 1) local outreach, 2) world mission, and 3) support of new missions in the Diocese of Virginia. Applicants may submit only ONE grant proposal per grant cycle. Grant proposals will be considered that will establish and/or support programs, initiatives, or organizations that will be ongoing and not currently funded by the Church of the Holy Cross. Grants may be awarded to provide tools or supplies for these programs – direct support for specific families or individuals are NOT eligible expenses.

Preference will be given to those programs, initiatives, and organizations that serve to provide basic human needs to those in need. The committee will evaluate grant applications using a set of criteria that includes the following:

- The expansion of the ministry of Holy Cross into new areas
- The level of Holy Cross parishioner participation
- The scope of impact the underlying projects would have
- The number of people engaged and benefiting from the underlying projects
- The potential for the underlying projects to become ongoing programs after the grant period
- The ability of the underlying projects to leverage resources provided from parishioners and other outside organizations
- The length of time of the grant period (i.e.; would the funds be spent in a single year, or over several years)

Successful grant applicants should expect to receive grant award checks by August 30, 2015. Grant activities can be completed, with monies appropriately expended, in a multi-year period. Final reports—narrative and financial—are required of all grantees within three months of the conclusion of their grant projects.

ELIGIBLE APPLICANTS & REQUIREMENTS

Parishioners of Holy Cross, and their immediate family members, are eligible grant applicants. Applicants may submit grant applications on behalf of themselves or a church, region, committee, or other organization with which they have a substantial relationship.

THE GRANT APPLICATION PROCESS

Step 1: Letter of Inquiry

In a **one-page letter**, describe your proposed project, who will benefit, who will be involved in implementing the project, how much it will cost overall, and how much you anticipate requesting from the Salt and Light grant program. Include your telephone number and email address and the best time of day for you to be reached.

Deadline: April 30, 2015 (postmark or delivery)—Endowment Fund Committee, Church of the Holy Cross, 2455 Gallows Road, Dunn Loring, VA 22027-1225. Faxed or emailed letters are permissible, but must be received by April 30, 2015. Fax: 703.698.1561. E-mail: office@holycrossepiscopal.org.

Within two weeks of receipt of your letter, the Chairman of the Endowment Fund Committee will let you know by phone or e-mail if your grant idea falls generally within the grant program’s guidelines and whether you should submit a full proposal. This initial notification does not indicate that your grant application will be approved.

Step 2: The Full Proposal

Do not submit a full proposal unless you have been advised to do so.

Deadline: Must be postmarked no later than **June 30, 2015** or hand-delivered to Holy Cross no later than 4:00 p.m., June 30, 2015. Faxes and e-mail attachments are permitted if received by June 30, 2015.

Number of copies: One original set.

THE ELEMENTS OF A FULL PROPOSAL

1. Official application cover sheet. (Available on the church Web site, or by request via e-mail or phone—703.698.6991 or office@holycrossepiscopal.org.)
2. A narrative covering the following topics, no more than 1,000 words:
 - a. Description of project (what are your goals, and what will you do to achieve those goals?)
 - b. What problem or need will your project address?
 - c. Who will direct the project and who will be involved in carrying out the project activities? The applicant must show substantive involvement in the operation of the organization and provide documentation.
 - d. How will you evaluate the project's success? If applicable, how will the project be continued after grant funding is expended?
 - e. Who will the project benefit, and how?
3. Project Budget (presented on separate pages from the narrative)
 - a. Project Expenses
 - b. Project Revenues
Include services and equipment that you expect to be donated, and financial support from sources other than the Salt and Light grant (gifts from individuals and businesses, foundations, and so forth.) Indicate which funding has been received; which has been promised, but not yet paid; and which funding has only been applied for.
 - c. If the grant is supporting a project of an outside organization, the project budget and organization's budget needs to be included.
4. Project Timetable

A word about other attachments—photographs and other illustrative materials may be included, but may not necessarily be distributed with the proposal materials provided to the grant committee members. Tell your story and make your case in the narrative section. Please do not send DVDs, CDs, or other multi-media presentations. Materials sent with grant proposals cannot be returned.

What Kinds of Projects Does the Salt and Light Grant Program Fund?

The general purpose of Salt and Light grants is to further the ministry and outreach of Holy Cross. Grant projects will accomplish this purpose by fostering new programs,

ministries, or initiatives; expanding or supplementing existing programs, ministries or initiatives so to provide new and additional services and benefits than what is currently provided.

2015 GRANT PRIORITY

There are three grant areas:

Local Outreach

Grant projects will be considered that are designated to help Holy Cross develop its outreach programs. New outreach programs and expansion of existing programs into new areas are acceptable focuses for grant proposals. Involvement of the congregation in carrying out the project activities is highly encouraged. Churches and regions may co-sponsor applications.

World Mission

Grants are made to support mission efforts that better lives by strengthening developmental infrastructures and institutions in foreign countries where church mission work is needed or being carried out. Applications should clearly explain how the proposed project will enhance the world mission ministries of Holy Cross. Note: Requests to fund parishioners' mission trip expenses are not typically eligible.

Support of New Missions in the Diocese of Virginia

Grants are considered in the following areas: programmatic expansion, leadership development, facilities expansion and improvement, and technology enhancement. Applications should clearly explain how the proposed project will strengthen the ministry of the church, region or college chaplaincy benefiting from grant funds.

SIZE OF GRANT AWARDS

Grant sizes for 2015 are anticipated to range from \$250 to \$500. All grant requests should document significant volunteer participation on the part of the applicant(s).

ACTIVITIES OR BUDGET LINE ITEMS TYPICALLY NOT FUNDED

- Annual operating support or operating expenses of an organization, including Holy Cross
- Support for mature programs
- Financial support for specific individuals, rather than programs
- Loans
- Building repair and maintenance that would normally be considered "routine"
- Requests from applicants intending simply to redistribute grant money to other organizations or individuals

(pass-through grants; re-granting)

- Sponsorships of festivals or one-time events, including those that are organized and offered by other organizations
- Salaries
- Church expenses for which funds are otherwise available

If you are in doubt about the eligibility of a contemplated expense, please ask before including it in your final proposal project budget.

REPORTING OF GRANT EXPENDITURES AND PROJECT ACTIVITIES

All grant recipients are required to submit a final report within three months of the conclusion of their projects. The final report shall include a narrative discussing the project's implementation and results and a financial report detailing all project expenditures. Instructions for final reporting will be sent to grant recipients at the same time as grant award checks.

Note: Please contact the Endowment Fund Committee immediately if there are material budgetary or project changes, if the grant award cannot be expended fully within the approved grant period, or if there are unexpended funds. Contact Laura Miskimins at miskimins@verizon.net or at 703-591-3806.