

GUIDELINES 2020

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. To be considered, grant proposals must establish and/or support programs, initiatives, or organizations that will be ongoing and that are not funded by Holy Cross’s operating budget. 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 address basic human needs. 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 or the deepening of existing ministries
- The level of Holy Cross parishioner participation
- The anticipated scope of impact, including the number of people that will benefit 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

Successful grant applicants should expect to receive grant award checks by August 30, 2020. 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 you anticipate requesting from the Salt and Light grant program and what type of expenses the funds will be used to cover. Include the anticipated length of time of the grant period and whether the funds will be spent in a single year, or over several years. Include your telephone number and email address and the best time of day for you to be reached.

Deadline: May 15, 2020 (postmark or delivery)—Endowment Fund Committee, Church of the Holy Cross, 2455 Gallows Road, Dunn Loring, VA 22027-1225. Emailed letters are permissible, but must be received by May 15, 2020. E-mail: office@holycrossepiscopal.org.

Within two weeks of receipt of your letter, the Endowment Fund Committee chair will let you know by phone or e-mail if your grant idea falls 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, 2020** or hand-delivered to Holy Cross no later than 4:00 p.m., June 30, 2020. E-mail attachments are permitted if received by June 30, 2020.

Number of copies: One original set.

THE ELEMENTS OF A FULL PROPOSAL

1. Official application cover sheet. (Available on the church website, 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 the project benefit, and how?
 - d. Who will direct the project and who will be involved in carrying out the project activities? If another organization is involved, the applicant must describe the organization's substantive involvement and provide documentation indicating its commitment to the project.
 - e. How will you evaluate the project's success? If applicable, how will the project be continued after grant funding is expended?
3. Project Budget (presented on separate pages from the narrative)
 - a. Project Expenses
If the funds will be spent over multiple years, indicate how much will be spent each calendar year.
 - 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, 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, include the project budget and organization's budget needs.
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. 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 ministries and outreach of Holy Cross. Grant projects will accomplish this purpose by fostering new programs, ministries, or initiatives; or by expanding or deepening existing programs, ministries or initiatives.

GRANT AREAS**Local Outreach**

Grant projects that help Holy Cross develop its outreach programs are encouraged. New outreach programs and the deepening or expansion of existing programs into new areas are acceptable focuses for grant proposals. Involving 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 in support of new missions in the Diocese of Virginia: 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

Grants are awarded based on the availability of funds, and have ranged from \$800 to \$2,000 each. In 2020, a total of up to \$8,900 is available for awards.

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)
- Salaries
- Church expenses for which funds are otherwise available

If you are in doubt about the eligibility of an expected expense, please ask before including it in your final proposal's 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.

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: office@holycrossepisopal.org, Attn Kathryn Mendenhall, Endowment Fund Committee chair.

QUESTIONS

Questions about the Endowment Fund or the Salt & Light Grant Program may be directed to any member of the Endowment Fund Committee: Kathryn Mendenhall (chair), Michael Arizmendi, John Hughes, Kate Achelpohl, or Graham Drenkard.