

## Outreach Committee Proposal Guidelines

These guidelines provide a framework for your vision, passion and creativity in developing a grant proposal. It is possible that a successful grant proposal will not meet all guidelines.

**Guideline #1:** Grant requests must be initiated and sponsored by a St. Paul's parishioner. Significant participation in or leadership of the project by the sponsor or members of the parish is encouraged but not required. If significant participation by St. Paul's parishioners is not expected, the grant request should address, if possible, how the program might ultimately benefit St. Paul's as a parish. As used by the Committee, the word "Partnership" has two possible applications:

1. The combination of parishioners' time and talent in partnership with Outreach funds
2. The partnership between a St. Paul's parishioner(s) and an existing organization (e.g., Dayspring Center, Salvation Army) to more effectively leverage resources for maximum outreach.

**Guideline #2:** Grant requests that benefit the local community will be given some priority, but not exclusively.

**Guideline #3:** Matching grants contingent upon a certain level of participation by the grantee will be used whenever appropriate. Loans, rather than outright grants, will be considered only under exceptional circumstances.

**Guideline #4:** Programs for religious purposes will be given some priority. Episcopal partnerships will be encouraged. Involvement with individual parishes, mission congregations, or diocesan institutions needs to be coordinated with the relevant authority.

**Guideline #5:** Funds requested for programs, rather than fixed assets (e.g., buildings, real estate, etc.), are emphasized, but not required.

**Guideline #6:** Multiple-year partnerships are possible, based on long-term plans with annual evaluations.

**Guideline #7:** Accountability will be incorporated into each grant. An evaluation report will be required to be submitted within one year of the award, or as stipulated by the Committee. An evaluation report will also be required before any consideration is given towards future funding. In some cases, funding of certain requests may occur in phases, and an evaluation report may be requested prior to funding the next phase of the request. The evaluation will address questions such as (but not exclusively) whether the goals were accomplished, the amount of St. Paul's parishioner involvement in the end result, and how the funds were used.