**YACM Development Grant Application Form 2023**

**($8,000-30,000 over a two-year period)**

**Instructions**

*Please submit the following information (summary page, narrative description, evaluation process) about your ministry in five pages or less. Submit your budget using the form provided, adding categories and lines if necessary. Your budget should be no more than two pages, making the whole document no more than 7 pages.*

**Writing Guidelines**

* Titles – 14 or 16 point, Times New Roman font
* Paragraphs - 12 point, Times New Roman font
* The Summary Page should be the first page of your grant.
* The Budget should be included in the same document as your grant.
* You can submit the Bishops signature within the document OR as a separate document.

**Selection Criteria**

Projects must:

* **address how you might incorporate new learning, leadership development and/or training of young adults.**
* ***address how this project or ministry can be safely and reasonably done with health and safety precautions in place (i.e. Covid-19, Monkey Pox, flu, etc.) Please use state and diocesan guidelines.***
* **show how the ministry will be supported** by the diocese, congregation, and/or ministry at the end of the grant term. (if applicable)
* **(if you are applying for a Development Grant) be discussed and run by the Provincial Coordinator** of your region. If you do not know who your provincial coordinator is, please look here: <https://www.episcopalchurch.org/ministries/young-adult-and-campus-ministry/council/> or contact the YACM office.
* **be approved by the bishop** of the diocese in which the ministry is to be located. Each diocese that receives a grant shall appoint someone to oversee the grant and make appropriate financial reports to The Episcopal Church and the Office of Young Adult and Campus Ministries.
* **include a one-to-two-minute video** telling us how this grant will help your ministry grow, change, or do something new. (have fun with this – we don’t need a PowerPoint presentation, but to hear from you and your ministry.)
* **be formatted correctly and fall within the length specified in each grant** - each must include the summary page, description, goals, and evaluation and continuation of ministry, video, and budget worksheet on the application.
* **be submitted online**. If you cannot submit the application online, please contact us before October 28 to make other arrangements.
* **be received on or before November 3, 2022** by 10 pm Eastern time.

**Selection Preferences**

In addition to the above criteria, the selection process will also reflect several preferences. Though these are not requirements, we will give preference to projects that:

* are collaborative and bring members of the community together.
* utilize innovative digital strategies for engagement and gathering.
* promote racial justice and reconciliation, evangelism, or environmental stewardship.
* promote engagement with the Way of Love. (<https://episcopalchurch.org/way-of-love>)
* reach those who are traditionally least likely to seek out a campus ministry or other Episcopal young adult ministry.
* address specific priorities of General Convention. (Wondering what the priorities are? You can search here using keywords or dates : <https://www.episcopalarchives.org/e-archives/acts/>). Please cite the resolution if you are pointing to the priorities outlined by any act of convention such as: [2015-A027](https://www.episcopalarchives.org/cgi-bin/acts/acts_resolution.pl?resolution=2015-A027).

**Development Grant Summary Page**

**Information**

**Date of Application:**

**Name of the Ministry submitting this application:**

**Name and Title of person submitting the application:**

**Street Address:**

**City, State and Zip Code:**

**Phone:**

**Email:**

**Ministry Website:**

**Diocese in which the ministry is located**:

**Name of Bishop**:

**Bishop’s email:**

**Bishop’s Phone Number:**

**Project Title and Summary:** *(In one paragraph, summarize your grant application and goals.)*

* **I give my permission for my Grant Title and Summary to be published by DFMS.**

**Amount requested**: $

**Provincial Input**

* **I have discussed this with my Provincial Coordinator or someone appointed by the YACM Office.**

**Narrative Description**

*Please share a narrative description of the project.**As you are writing your narrative description, please refer to the* **selection criteria and selection preferences** *to ensure you cover all areas that pertain to your application. Incomplete applications will* ***not*** *be considered.*

***With your narrative, please include the following ministry information as well as a full description of your envisioned project or endeavor.***

* Will the grant project leader be full-time, part-time, or volunteer?
* Who are your partners in this project or with whom do you plan to partner?
* Describe any support you are getting from a congregation, institution, and/or diocese.
* If this is a campus ministry, please list the name(s) of the school(s).
* Where will this ministry be housed?
* How will you engage young adults who are least likely to seek out an Episcopal campus or young adult ministry?
* Will young adults be trained in leadership or given new skills? How will they be trained?
* Does the project address any of the priorities set by General Convention?
* How will this ministry or project continue to be funded once the grant money has been expended?
* If you are not awarded this grant, what will happen to the project, plan, idea, or program?

\*\* Don’t forget to **include a one-to-two-minute video** telling us how this grant will help your ministry grow, change, or do something new. (have fun with this – we don’t need a PowerPoint presentation, but to hear from you and your ministry.)

**Timetable:** *(Briefly describe the timetable for the project or ministry.)*

**Evaluation and Continuation of Ministry**

1. List the goals you hope to accomplish with this project and the way(s) in which you will evaluate the progress made in reaching these goals.
2. Explain how the ministry/project will be funded at the conclusion of the grant.

**Budget**

*How you propose to use grant funds will be a major factor in the selection.*

* Include a detailed budget that includes both expense and income to conduct the program.
* Prepare your budget using the form provided. This is the budget for your grant application, not the budget for your organization.
* Expenses should include any costs such as space usage, supplies and mileage.
* If you are hiring an intern or salaried position, please make sure this is based on a fair wage based on wages in your area.
* Income should include participant fees, financial contributions, and in-kind contributions as applicable. Be specific and detailed about the budget for your project, including any other anticipated revenue.
* Detail any additional grants that are being sought, and identify whether these funds are confirmed, anticipated, or pending.

**Complete applications are due November 3, 2022, 10pm Eastern time. Do not email your application. YOU MUST SUBMIT YOUR APPLICATION ONLINE**. If you have problems with submission or have questions, please contact David Stickley (dstickley@episcopalchurch.org) or The Rev. Shannon Kelly, Director for the Department of Faith Formation and Officer for Young Adult and Campus Ministries (skelly@episcopalchurch.org).

**Budget Worksheet**

**Organization Name**

**Organization City and State**

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Proposed Funding from Grant** | **Other Funding** | **Budget Narrative** |
| **Other Income** (Income other than the grant funding) |  |  |  |
| **Diocesan/Congregational/ Community Support** |   |   |   |
|  Subtotal |  $0.00 | $0.00  |   |
|   | List the expense amounts proposed for the YACM Grant | All other funding, including registration fees, contributions, and donations | Provide descriptions of expenses and income and how they relate to the goal of your grant.  |
| **Program and Learning Opportunities** |  |  |  |
|   |   |   |   |
|   |   |   |   |
| Subtotal | $0.00 | $0.00 |   |
| **Personnel Costs**  |  |  |  |
|   |   |   |   |
|   |   |   |   |
| Subtotal | $0.00 | $0.00 |   |
| **Equipment and Materials**  |  |  |  |
|   |   |   |   |
|   |   |   |   |
| Subtotal | $0.00 | $0.00 |   |
| **Travel** |  |  |  |
|   |   |   |   |
|   |   |   |   |
| Subtotal | $0.00 | $0.00 |   |
| **Other Expenses** |  |  |  |
|   |   |   |   |
|   |   |   |   |
| Subtotal | $0.00 | $0.00 |   |
|  |  |  |  |
| **Grand Total** | **$0.00** | **$0.00** |  |

**Eligibility**

These grants are intended to provide funding for an Episcopal ministry (or ecumenical ministry with an Episcopal presence) in a diocese, congregation, or college/university that is currently engaging in or seeking a new relationship with young adults on and off college campuses.

**Competitive Grant Requirements**
In accordance with Canon I.4.6, grant applicants must understand that the recipient’s diocese’s failure to pay its assessment in full or to apply for and receive a waiver shall render the diocese ineligible to receive grants or loans from the Domestic and Foreign Missionary Society unless approved by Executive Council. Grants will be considered if one of these criteria are met.

* The applicant’s diocese pays its full assessment.
* The applicant’s diocese has been granted a waiver for years (list).
* The applicant’s diocese has made application for a waiver but has not been advised regarding a determination.

The applicant understands that the applicant’s diocese’s failure to pay its assessment in full or to apply for and receive a waiver shall render the diocese ineligible to receive grants or loans from the DFMS approved by Executive Council.

**Signatures:**

**Prepared by** *(print or type name and title)*

**Signature** **Date**

**Approval of Diocesan Bishop**

**I have read and approve the submission of this Grant Proposal.** *(Please print or type name. Use the space below your signature to include any other thoughts about the grant.)*

**Bishop of** **Date**

**Signature**