



Buildings and Grounds Grant Guidelines

Background and Eligibility

Buildings and Grounds Grants will be awarded to assist churches in improving the facility's safety and accessibility for worship and other church activities. This grant opportunity embodies the Bishop's first two initiatives – Initiative No. 1: Cultivating discipleship into the life of Christ and Initiative No. 2: Promoting congregational vitality.

These grants intend to motivate congregations to accumulate resources within their church. Grants are made up to a 50% match with a maximum grant of \$5,000.

What Kinds of Projects Does the Buildings and Grounds Grant Fund?

Grants may help churches physically by encouraging efforts to improve or expand their structures or grounds, spiritually by encouraging them to expand worship and other church activities, and financially by encouraging parishioners to accept that they have abundant resources within their congregation.

Application Process

Prerequisites

Applicants for Buildings and Grounds Grants must have submitted all the following reports.

- Two-year history of Financial Audits (Due September 30th)
- Two-year history of Safe Church Audits (Due June 30th)
- Two-year history of Parochial Reports (Due March 1st)
- Two-year history of Financial Support – This is defined as a two-year history of turning in a financial pledge statement to the diocesan office (Due December 1st) and an intentional effort in fulfilling this pledge.

Step 1: One-page Letter of Inquiry

Describe your project, who will be involved in implementing it, how much it will cost, how much is currently reserved for the project, how much you anticipate requesting, and the anticipated completion date.

Include contact information for clergy, senior warden, and anyone else managing the project. Email this information to the Director of Finance and Administration at jdobson@diosova.org.

If invited to do so, go to Step 2.

Step 2: The Full Proposal

Includes a Cover Sheet

- Name of church, city/town
- Name of rector/priest-in-charge, senior warden, and treasurer, with signatures of each person

Includes a Narrative covering the following:

- Description of the project (what are your goals, and how will these be achieved?)
- What problem or need will your project address?
- Who will direct the project, and who will carry out the project?
- How does the church demonstrate its support for the project?
- How will the project benefit your church?

Includes a Project Budget for the following:

- Revenues
 - Expected donated services and equipment
 - Financial support from your church (parishioners, church sub-groups such as ECW, endowments)
 - Financial support from outside your church (individuals and organizations)
 - Indicate the amount of funding received; promised, and not received; and has been applied for
- Expenses

Includes a Project Timetable to include the anticipated start date and finish date.

Email this information to the Director of Finance and Administration at jdobson@diosova.org. For questions or further information, please contact Judy Dobson, Director of Finance and Administration at jdobson@diosova.org or 757-213-3386.

Additional Requirements

All grant recipients must submit a final report within a year of receiving the grant. The final report should include a narrative discussing the project's results and a financial report with receipts/invoices detailing all project expenditures.