

## Sample ECS-NJ Grant Application

The text in blue is provided as an example of a grant application

How much are you requesting that Episcopal Community Services of the Diocese of New Jersey grant your project?

### Section 1 - Congregation Information

Congregation Name

Congregation Address

County

Convocation

Name of Rector/Clergy/Priest-in-Charge

Name of Senior Warden

Church website

Church Facebook page

Have you ever received any outside funding (from the diocese, foundation, government, or any other source) for the focus of this grant?

If yes, describe that funding and how it was used

Please provide a copy of the two (2) most recent years' congregation annual reports

Main Contact Name

Main Contact Email Address

Main Contact Office Phone Number

Main Contact Mobile Phone Number

Main Contact Position/Title

### Section 2 - Grant/Project Description

Project Name - Give the project a short, descriptive, and declarative title that captures the context, strategy, and objective of the project

*Food Security for the Marginalized and Minority Local Community Affected by COVID-19.*

Executive Summary - Please summarize the project within the space provided

*We all know that COVID-19 has changed our lives and created unprecedented challenges to public health, food systems and the world of work. The economic and social disruption caused by the pandemic is devastating. Without the means to earn an income during lockdowns, many are simply unable to feed themselves and their families. For most, no income means no food, or at best less food and less nutritious food. In early 2020 the Church was in a position to offer support to the hardest hit populations by helping a local group of volunteers to feed the local community.*

*In early 2020 the church was closed to in- person worship services due to the COVID-19 pandemic. We were conducting Zoom services on Sundays for worship and the Church and Hall stood empty. After a few strategy meetings with the volunteers and a unanimous vestry vote, the Church started a ministry and became the home for The Friends of \_\_\_ Food Pantry @Church.*

*The Church is currently housing and helping to support a food pantry for the underserved local communities in and around town. Our parish hall now houses a few used, donated freezers, refrigerators, shelving, storage, and food staples that are obtained from the area Food Bank and private donations. The goal of the Food Pantry is to reach out to the marginalized and minority populations and help to provide them with food security.*

*If awarded, we feel this Grant will allow us to expand our ability to serve a vast majority of populations including, but not limited to, ethnicity, race, low-income base, age, religion, gender, social standing, education, disability, homeless status, and veterans. Additional income means additional buying power to purchase expanded ethnic, dietary, and nutritional choices in the food offerings such as the purchase of pinpointed ethnically diversified meals, fresh produce, meat, and healthier dietary choices. These choices are not available from the area Food Bank. In addition, it would allow us to purchase personal products not covered by federal assistance programs. Having these diverse items would allow us to provide not just food staples but a fuller range of necessities. It will allow us to expand our ability to serve a greater number of families which now number at 100 to 150 families per week.*

*Investment will be made in upgrading current non-energy efficient equipment such as freezers, refrigerators, and lighting. Additional items that will need to be purchased are shelving, storage items and security equipment such as cameras inside the storage area and outside lighting where the cars will drive thru to pick up the food items.*

*Grant monies will be allocated to help with associated expenses incurred such as utilities, growing awareness and reaching out to the communities, delivery expenses, transportation of the food, security, communication (internet), supplies, property upkeep and additional snow plowing during food distribution days that do not coincide with Church service times.*

Describe the need you are planning to address, how this need was identified and the ways in which this project advocates with/for the underserved and marginalized

*In early 2020, the Church's vestry heard that a local volunteer group was trying to establish a food pantry. We identified a vital mission needed in our community to help ease the burden of the hungry in*

*the underserved communities that were severely affected by the COVID-19 pandemic. We partnered with those volunteers and The Friends of \_\_\_\_\_ Food Pantry at church was born!*

*Opening a local Food Pantry has allowed easy access to the needy community and allows us the ability to feed a vast majority of populations including, but not limited to, ethnicity, race, low-income base, age, religion, gender, social standing, education, disability, homeless status, and veterans. We have made fresh nutritious food available to help them feed themselves and their families.*

*We hope to be able to offer not just food staples but a fuller range of necessities. In addition, we plan to purchase personal products not covered by federal assistance programs. Having these diverse items would allow us to provide basic need items, personal products and increase the number of families and individuals we serve.*

What are the goals and objectives for the project? (The goal is a broad statement of what you hope to accomplish. The objective must be specific, measurable, and have a defined completion date.)

*The goal of our mission is to feed as many individuals and families as possible in the local community who are experiencing food insecurities because of COVID-19. We will try to serve a vast majority of populations including but not limited to ethnicity, race, income, age, religion, gender, social standing, education, disability, homeless, and veterans.*

*Objectives:*

- 1.) Increase the number of families and individuals we serve by at least 25 more units.*
- 2.) Offer food that is targeted to specific ethnic populations, those with dietary restrictions, and more nutritional choices.*
- 3.) Offer complete meals for breakfast and dinners that will include well-balanced nutritional choices.*
- 4.) Make available not just food staples, but a fuller range of basic necessities. In addition, we plan to purchase personal products not covered by federal assistance programs.*
- 5.) Upgrade current non-energy efficient equipment such as freezers, refrigerators, and lighting.*
- 6.) Purchase shelving, storage items and security equipment such as cameras inside the storage area and outside lighting where the cars will drive thru to pick up the food items.*

*Taking into consideration the ongoing variants of COVID-19, a completion date is difficult to determine but we will project the end of 2022.*

What are the demographics of the key target group(s) with whom you will work? Provide the anticipated number of direct beneficiaries.

*The current ethnic diversity we are serving are 50% Hispanic, 20% African American, Indian, Asian and 20% European American, 10% other.*

*We are currently serving 100 to 150 families and individuals weekly. If we increase our numbers to 200 weekly with the enhanced meals and basic need items I feel this would be a success. that would be satisfactory.*

Is this a new or ongoing/established project?

Will you be partnering with other organizations?

*Yes*

If yes, what other organizations will you be partnering with to complete this project?

*Food Pantry Friends  
area Food Bank*

Who are the members of your project team and what qualifications do they have to carry out this project?

*Volunteers of the food bank and members of church are associated with the Jersey Food Bank.*

*Parishoner1 and Parishoner2 have certifications and training in:*

*Annual compliance in Food Handling*

*Civil Rights training*

*Commodity Supplemental Food Program*

Will members of the congregation(s) be engaged in the project and how?

*4-5 parishioners are engaged in this project by assisting the food bank volunteers, keeping the parish hall clean and well maintained, helping with the meal distributions, promoting donations, distributing flyers and other informational activities.*

How will success be defined and measured for this project?

*Success will be measured by the increase in number of families and individuals that are served each week by the food bank. Utility bills will be lowered due to the purchase of energy efficient equipment, i.e., refrigerators/freezers, lighting. Increase in families (projected to be at least 25 more families) we are serving and their satisfaction in food choices that serve their ethnic backgrounds.*

How will you determine if the goal and objective were met?

*Food insecurity for the families of the communities will be eased.*

*Increase in the number of families/individuals that come to the food bank for food.*

Provide a timetable of activities for the grant period. It should include the location, specific tasks/strategies

*A sample Timetable of Activities can be found at the end of the application*

### **Section 3 - Budget**

What is the total project cost? Enter the total budget amount of the project, not just the costs you are allocating to this grant.

List other funders to which this current proposal has been or will be submitted. For each funder indicate amount requested and status of request, i.e., request will be submitted, is pending, was funded or was declined. If funded, specify the amount of grant.

Provide a Project Budget for your entire project

*[A sample Budget can be found at the end of the application](#)*

Provide a Budget Narrative. The budget narrative explains how the costs were estimated by line item or category, and it justifies the need for the cost. If you plan to raise money, please tell us the total funds committed and the total funds pending. If the grant does not cover the total funds pending, please explain how you will fulfill the total amount.

*Equipment costs/refrigerator & shelving \$4500*

*Security, Utility bills (Gas, Electric, Water, Sewer, Internet) \$4000*

*Delivery and food \$6500*

*[\\* ideally this would be more detailed](#)*

If this will be an ongoing program/project, describe plans and specific sources for future/long-term funding

*This project is supported primarily by Jersey Food Bank donations. Additional costs are covered by a grant received through Food Pantry Friends, the support of Church's Parishioners and private donations when available.*

### **Section 4 - Responsible Parties and Signature**

Rector or Clergy person-in-Charge (if applicable)

Program Director or Project Leader (If applicable)

Senior Warden (if applicable)

Treasurer (if applicable)

# **Annual Budget**

Grant Proposal Budget Template			
		Funding Already Committed	Funding to be Secured
<b>Cash Revenue</b>			
ECS-NJ Grant		0	15000
Other Grants		0	0
Congregational Support		0	0
Individual Donations		0	0
Organizational Donations	Pantry Food Grant Monthly Donation	4800	0
Fundraisers and events			0
Other Income (provide detail)			0
<b>Total Cash Revenue</b>		<b>4800</b>	<b>15000</b>
<b>In-Kind Revenue</b>			
List item			0
List item			0
<b>Total In-Kind Revenue</b>		<b>-</b>	<b>0</b>
<b>Total Revenue</b>		<b>-</b>	<b>15000</b>
<b>Expenses</b>			
<b>Cash Expenses</b>			
Staff salary and benefits			
	Position	0	
	Position	0	
	Position	0	
Occupancy (rent and utilities)		7000	
Insurance		2800	
Legal, accounting		0	
Equipment			
Program Expenses			
	Van Rental	700	
	New Equipment (racks, refrigerator)	4000	
	Additional Food Purchases	2700	
Office Supplies		0	
Printing and copying		0	
Telecommunications		0	
Travel and meetings		0	
Marketing and advertising		0	
Staff training/development		0	
Contract services-cleaning		1000	
Exterminating		600	
Building Maintenance		1000	
Other		0	
General administration ("X" %)		0	
<b>Total Cash Expenses</b>		<b>19800</b>	
<b>In-Kind Expenses</b>			
List item		0	
List item		0	
List item		0	
<b>Total In-Kind Expenses</b>		<b>0</b>	
<b>Total Expenses</b>		<b>19800</b>	
<b>Revenue Over/(Under) Expenses</b>		<b>0</b>	