



**Episcopal Community Services of the Diocese of New Jersey**  
**GRANT GUIDELINES**  
*Fall 2023 Cycle*

Episcopal Community Services of the Diocese of New Jersey (ECS-NJ) is a new initiative that supports congregations as they proactively address human needs and relentlessly work against both social and racial injustice. ECS-NJ invites us to walk with Christ together and make a positive impact on our communities, serving as a constant reminder of our interdependence and of our shared commitments to Discipleship and the Baptismal Covenant.

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**I. PURPOSE OF THE GRANT**

Our ECS-NJ grants are designed to support the work of the ministries of our congregations throughout the Diocese of New Jersey. Our grants will fund a new initiative or the expansion of existing outreach. If the grant is for an existing ministry, it is expected that grant funds will be used to expand the ministry in a significant way. The project should address *at least one* of the following objectives:

- To meet human need in underserved and marginalized communities, especially communities of color
- To encourage advocacy for issues relating to social justice, including spearheading new advocacy efforts, particularly those affecting underserved or marginalized communities
- To engage, collaborate and partner with other organizations, including faith-based, secular, community, governmental, etc.

## II. ELIGIBILITY REQUIREMENTS

- The ministry must involve the underserved and/or marginalized people in our Diocese wherever they are located.
- Funding is available only to congregations within the Episcopal Diocese of New Jersey and not to individuals or organizations.
- Congregations that have received a previous grant from ECS-NJ are permitted to apply for a new grant after the previous grant is closed and a final report has been received by ECS-NJ.
- Programs must represent an effort by a local congregation, or group of congregations, or a congregation in collaboration with community partners to respond to an identified need affecting members of an underserved and/or marginalized community.
- Eligibility for services offered by the program cannot be determined by church membership, faith, or participation in church activities.

## III. APPLICATION PROCESS AND EVALUATION CRITERIA

- Applications for this cycle will be due on Friday, September 8, 2023 by 11:59 pm. All applications must be submitted online using Formstack.
- Grant proposals may be submitted in English, Spanish, or Haitian Creole. Applications received in languages other than English will be translated into English for review. These translations will be evaluated for accuracy and completeness before being sent to the grant committee.
- Grant applications will be reviewed by a grant committee. Reviewers are looking for completeness and specificity in the answers to each question in the application and will look to balance the following considerations:
  - Discipleship and building up the body of Christ
  - Growth of outreach capacity either through creation of a new ministry or expansion of a current ministry
  - Advocacy actions (*the definition of advocacy for the ECS-NJ grants can be found at the end of this document*)
  - Community impact, including partnership and collaborations
  - Quality and feasibility of the plan

- Engagement of the beneficiary population with the design and implementation of the project
- Applicants will be notified of the Advisory Council's decision the week of October 2, 2023.
- Applicants may be contacted by the grant committee if any clarification or additional documents are needed.
- To be considered, the applicant must submit the completed Application, which includes a Project Budget, an Activity Timeline and a Signature.
- Requests for funding for capital expenses must be closely tied to program goals and implementation to be considered.
- Requests to cover staff compensation must also be closely tied to program goals and implementation. If a project budget includes this line item, the application should describe how hiring of professional staff is necessary for success of the project as well as the qualifications of the staff. Staff compensation is not expected to make up the majority of a typical budget. When it does, any special circumstances should be described.
- If an applicant would like feedback or suggestions for improvement on a draft proposal, coaching will be available for complete proposals received as a Microsoft Word file or Google doc by grants@ecs-nj.org by August 28, 2023. Readers of draft proposals will not provide editorial suggestions. They can answer questions and point to places where more clarity or completeness would be helpful. While this process is designed to strengthen grant applications, participating in it does not guarantee the final proposal will be awarded a grant. This consultation will take place English in the Fall 2023 application cycle.

#### **IV. EXPECTATIONS OF GRANTEE**

All grantees must be willing to:

- Sign a Memorandum of Understanding.
- Send a project representative on Thursday, October 12 at 7 p.m. to the ECS-NJ Virtual Summit during which we will announce grant recipients.
- Submit a mid-project and final report. We encourage video and photo submissions.
- Compile success stories and share these stories (with photos/videos) quarterly with the Advisory Council.
- Participate in check-in calls and in-person visits.

*\* Please ensure that permission is obtained for all photos, videos, personal stories and quotes shared as they will potentially be used in promotion/marketing materials.*

#### **V. GRANT AMOUNT AND PERIOD**

*Grant Amount: \$7,000-\$15,000*

Grants are to be disbursed in two payments, 50% at receipt of the signed MOU and 50% at receipt of the mid-project report.

*Grant Period: 12 months*

Grants are awarded for a period of one year. The project period typically begins at least two months after you submit your proposal. If you would like to discuss the possibility of a shorter or longer grant duration, please contact us by email at [grants@ecs-nj.org](mailto:grants@ecs-nj.org).

## **VI. GRANT APPLICATION**

Current Grant Application is available here:

[https://dioceseofnj.formstack.com/forms/ecs\\_grant\\_application\\_fall\\_2023](https://dioceseofnj.formstack.com/forms/ecs_grant_application_fall_2023)

Applications are due by Friday, September 8, 2023, at 11:59 pm Eastern time.

Applications not submitted in Formstack by this time will not be considered for funding for this cycle.

Grant applications for the Spring cycle will be due in March 2024. The application will be made available in winter 2023/2024.

### **Definition and Examples of “Advocacy” for Purposes of ECS-NJ Grant**

ECS-NJ bases our definition of “Advocacy” on the Anglican Communion/ Episcopal Church’s Mark of Mission #4: *“To transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation.”*

Advocacy is any action that supports someone to make their voice heard and works to change systems and promote social causes using legislative advocacy to change laws. Advocacy includes direct contact with those being served and problem solving designed to protect the personal and legal rights of individuals. For example:

**Listen** to those who are served through your grant program to discern underlying causes of the need, paying particular attention to systemic racism and unjust systems.

**Research and Document** the issues you have identified to reflect the real story of the community you are serving.

**Educate and Train Volunteers** to do this work by teaching successful strategies and skills leading to direct action and organizing on issues related to those who are served in your grant program.

**Educate the Community** about the identified issues and the legislative process to address them.

**Lobby** decision-makers for legislative and systemic change. Speak in favor of, recommend, argue for a cause, support or defend, or plead on behalf of others.