

THE EPIPHANY ANNUAL GRANT PROGRAM 2017-2018

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Please submit completed application no later than Monday, February 1, 2019 to:

Social Responsibility Pastoral Associate
Epiphany Catholic Church
914 Old Harrods Creek Road
Louisville, KY 40223

Name of Parishioner(s) submitting proposal: _____

Home Address: _____

Phone: _____

Please submit a typed application that answers the questions below. Answers should be brief and to the point. Digital format is permissible. Contact Fr. Randy Hubbard at frandy@epiphanycatholicchurch.org and 245-9733, or Colleen Stout at cmstout424@hotmail.com if you have any questions.

Before beginning the application process, please carefully read the guidelines for funding on page two.

1. What is the name of the project?
2. Who will be served by the project?
3. In what way does the project show a relief of need and/or work for social justice?
4. How does the project address a particular institutional or social change?
5. What will the project accomplish? How will success be measured?
6. What activities will be conducted to achieve this project's goals? (Include timeline.)
7. How will Epiphany parishioners be involved?
8. Name(s) of parishioner(s) who will oversee the project, including volunteer recruitment and training, budget process, on-going communication with the 10% Committee, etc.
9. Will this project be continued beyond the grant? How?
10. List any other groups (agencies, churches, etc.) involved in this project. Attach the financial statement of the sponsoring organization, if there is one.
11. Why should this project be funded by a Church of Epiphany grant?

Budget Description: Please attach a budget of the project for which funding is being requested. The budget should include pertinent information regarding personnel, equipment, food and supplies, printing, travel, telephone, media and audio-visual materials, mailing supplies and postage and so forth, connected with the project.

Total Cost of Project:

Amount Requested:

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Grant Overview Applicants, please review with care.

Grant Criteria

The Annual Parish Grants are awarded to projects that empower Epiphany parishioners to respond to brokenness in the human community. Grants are reviewed according to the following criteria:

1. Involve parishioners in meaningful, active works of compassion or justice.
2. Consistent with Gospel values of justice and peacemaking
3. Reasonable in scope.
4. Preference will be given to creative and original ideas.

Grant Norms

1. Response to a particular need beyond the Epiphany community. Funds are not for projects normally funded by the parish budget, or for projects that benefit the Epiphany community.
2. Submitted by an Epiphany parishioner or group of parishioners
3. Implemented/directed by an Epiphany parishioner or group of parishioners
4. Funds must be used in accordance with the terms of the proposal.
5. The proposal may include an existing agency or organization or consist of an original idea not connected to an existing group.
6. All awarded grant monies must be dispersed by June 2018.

Grant Funds

The amount of grant money available for projects will reflect available Ten Percent funds for the current fiscal year. All, part, or none of Ten Percent funds set aside will be awarded through the parish grant discernment process.

Grant Review and Award Process

Grant applications will be reviewed through a step by step process of approval. The first review is with the Ten Percent Sub-Committee of Social Responsibility, the second review is by the pastor and staff. The final review will be a meeting of the Grant Review Committee on Tuesday, February 13, 2017, at 6:30 p.m. in the Community Center. The individual submitting the proposal (or his/her representative) must be available in person to meet with the Grant Review Committee to answer any questions the Committee has regarding the proposal. The committee will not view additional audio-visual aids, such as slide presentations, brochures, posters, etc. The final decision regarding the committee's recommended grant money resides with the pastor.

The Grant Review Committee is composed of representatives from various of Epiphany Committees that include PPC Executive, Formation, Worship, Parish Life, Administration, Stewardship and Youth as well as two representatives the Social Responsibility Steering Committee and two from the Ten Percent Committee. Applicants will be informed of the results within a few days of the Grant Review Committee meeting.

Accountability of Recipients

Grant recipients will receive follow-up communication by email after they have received their funds with the expectation that they report the following results to the pastor prior to June 30, 2018.

- A financial statement as to the use of the funds.
- The date/s on which the funds were used.
- The Epiphany parishioners who were involved.

Questions about the grant process may be addressed to Fr. Randy Hubbard at 245-9733 or frrandy@epiphanycatholicchurch.org; also, Colleen Stout or cmstout424@hotmail.com.