

GENERAL RECONCILIATION GRANT POLICIES AND GUIDELINES



Christian Church (Disciples of Christ)

Reconciliation Ministry
P.O. Box 1986
Indianapolis, IN 46206-1986



GRANTS

Grants awarded are intended to help initiate new and/or fund existing projects that target anti-racism/anti-bigotry or that promotes pro-reconciling initiatives. Normally, General Reconciliation Ministry grants are in the range of \$ 2,000 to \$10,000. Grant applications must indicate evidence of comparable funding from sources other than Reconciliation Ministry.

Grants are not awarded for capital expenditures, such as buildings, fixtures, equipment or grounds; loans for business ventures or to liquidate indebtedness.

WHO CAN APPLY

The annual Reconciliation Offering is split evenly between Regions and the General Church so that local congregations can seek Reconciliation Grants from their Region and so that Regions can invest in pro-reconciliation/anti-racism efforts within their regional structures. If you are a local congregation seeking Reconciliation funding, your Region will probably be very excited to hear about your project! Each Region may determine the parameters for using their half of the Reconciliation offering.

Grant requests from Reconciliation Ministry are intended specifically for general and institutional pro-reconciling/anti-racism initiatives (i.e. General Ministries, Institutions of Higher Education, Recognized Organizations, etc.). However, as we transition into different models for Reconciliation, we are also currently considering cluster applications. We will also consider cluster applications that is, applications from multiple Regions working in partnership with one another on a discrete project. Preference will be given to these projects in order to foster collaboration and promote leadership within Regions toward advancing area and congregational racial reconciliation work.

GRANT PERIOD

Grants will be awarded for one-year projects.

The grant period will be a 12-month calendar-funding year (January–December).

(For long-range cluster projects, please contact the Minister of Reconciliation for a conversation about alternative funding options.)

MULTIPLE YEAR GRANT PERIOD

Grant requests for multiple year projects require that a brief letter of inquiry first be submitted to the Minister of Reconciliation. Describe the proposed project –who will benefit, how much you expect it will cost, and how much of the total cost is expected from Reconciliation Ministry. The Reconciliation Ministry office will contact you to determine the viability of a multi-year grant.

GRANT APPLICATIONS

Grant requests must be submitted by mail from April 1 through July 15 for the following calendar year. Grant requests postmarked after July 15 cannot be considered and will be returned. Grant requests must be submitted on the General Reconciliation Grant Application Form. Since copies will be duplicated, provide information on one side only.

WHAT TO INCLUDE IN YOUR APPLICATION

The formal application process has a number of important elements. Applications must be received in their entirety. In one mailing, please send the following documents:

- A cover letter signed by the authorized leader of the church, agency, unit, institution, or other non-profit entity.
- Project summary.
- Your full proposal (with page numbers), including a theological reflection on the purpose of your proposed project.
- A copy of your organization's tax-exempt letter from the IRS if not covered under a church tax-exemption. (Attachment)
- Names of collaborators on the project, if applicable. (Attachment)
- Names and address of persons in support of your project.
- A detailed budget for your project. (Attachment).

Preference will be given to organizations that have exhibited a commitment to overcoming systemic racism within their institution or who seek to do so through this project.

AFTER YOU SUBMIT YOUR PROPOSAL

The Minister of Reconciliation will review your proposal for compliance with the guidelines.¹ Those in compliance will be presented to the Reconciliation Commission for full review and funding disposition as to award or decline.

WHEN A GRANT IS AWARDED

Within two to three weeks following the Reconciliation Commission's Annual Fall meeting, you will be notified of their decision. If the Commission approves your proposal, you will receive a Notice of Grant Award (NOG) for signature. The NOG outlines the limits and conditions under which the grant has been authorized. It also states the payment schedule. We will require a written progress report at the mid-point of the grant period. Failure to do so will automatically cancel the remaining portion of your grant award and will eliminate you for future funding consideration.

¹ Those proposals not in compliance will be returned to sender within two (2) weeks after receipt of the proposal in the Reconciliation **Ministry** office – with an explanation for return. If the sender wishes to re-submit with corrections, the proposal must be returned to Reconciliation Ministry by the published submission date deadline of July 15.

AFTER THE GRANT PERIOD EXPIRES

We require a final narrative and fiscal report on all projects we fund. The fiscal report must account for expenditures (total grant award) over the entire project period and be signed by your organization's treasurer or fiscal officer. Failure to submit this report will eliminate your organization from future funding consideration.

SECURING AND SUBMITTING GRANT PROPOSALS

Grant Application Packages (Guidelines and Forms) are available from and must be submitted to:

Reconciliation Ministry
P.O. Box 1986
Indianapolis, IN 46206-1986

PROJECT SUMMARY

PRINT OR TYPE clearly and simply. Please use the language the Commission layperson or professional can readily understand. Keep in mind that the more tightly organized your proposal, the more persuasive it is likely to be. Your proposal summary should cover the following six important areas of information and should be no longer than two pages. Please include any of the elements listed below which relate to your particular project.

YOUR ORGANIZATION'S BACKGROUND

- Mission, Founding Date, Major Programs
- Links with similar organizations
- Number and capacity of staff
- Why your organization is qualified to do the work
- Relationship of your project to your organization's overall program

THE PROJECT YOU PROPOSE

- The contribution your project will make towards eliminating systemic racism, empowering racially marginalized communities, or fostering multiracial communication.
- Your project's goals and objectives
- The activities you propose to tackle the problem
- Why your plan is cost-effective
- Expected immediate and long-term results
- Distinctive features of your project in light of your organization's context
- The theological foundation for the decision to pursue this project or the anticipated effects

YOUR PROJECT IMPLEMENTATION PLAN

- Your timeline: steps to be taken, by whom, and when
- How many people, and who, will be served
- Names of cooperating organizations (Attachment)
- Project staff and/or consultants
- Any advisory groups (Attachment)
- Explicit involvement of spiritual practices or theological reflection that will be incorporated into the project

PROJECT EVALUATION

- Your criteria for effectiveness
- Methods and schedule for measuring results

- Methods and schedule for short- and long-term evaluation of results
- Who will assess the results
- What theological, biblical or spiritual work around anti-racism will continue as a result of this project

FINANCIAL INFORMATION

Complete the Project Budget Form:

- A line item income and expense budget for the project, including cash and in-kind support. Please indicate which line items you are proposing for Reconciliation Ministry funding.
- A budget narrative explaining each line item for which you are requesting Commission support.
- The amount your organization will contribute to the project
- A list of other foundations or sources to which you have submitted a proposal. Please indicate if they have committed or declined or are pending.
- If applicable, your organization's annual operating budget.
- If this is a Regional cluster application, clear designation of contributions from each participating region.

PROJECT CONTINUATION

- If project is ongoing, your plan to continue after the funding period
- Future funding sources
- Other current funding sources



GENERAL RECONCILIATION MINISTRY COMMISSION
GRANT APPLICATION

GRANT PURPOSE: Applications will be accepted only for projects/programs that focus on eliminating and/or alleviating racism or bigotry systemic racism in North America or projects/programs that promote reconciliation initiatives.

Name of Project: _____

Amount Requested: \$ _____ Amount of Total Budget: \$ _____

Name of Requesting Group: _____

Address: _____

City _____ State: _____ Zip Code _____

Telephone () _____ Fax () _____ E-mail _____

IRS Tax Exemption: Church _____ Yes _____ No

If other than a Church: List Agency Tax I.D. Number _____

A copy of your IRS Exemption Letter MUST be attached to your proposal to verify the exemption. If not enclosed, the proposal will be returned without review.

Name of the Authorized Contact Person

Title _____

Telephone Number () _____

FOR COMMITTEE USE ONLY

Date Received _____

Amount Requested \$ _____

Guideline Compliance _____ Yes _____ No

Anti-Bigotry _____ Yes _____ No

Anti-Racism Proposal _____

Pro-Reconciliation Proposal _____

Proposal Accepted for Processing to RMC _____ Yes _____ No

- I. **SPIRITUAL GOAL:** State the specific theological or spiritual purpose for engaging in this project or initiative. (Also note any connection between this and the four priorities of the Christian Church in this section - To become a pro-Reconciling/Anti-Racist church, New Church, Transformation and Leader Development).

- II. **SERVICE GOAL:** State the specific anti-racism target area of your proposal.

- III. **PROJECT DESCRIPTION:** Provide a short summary statement describing the nature of the proposal; include specific activities, services, and methods used to implement the project/program. State the number of participants.

- IV. **PROJECT GOALS:** List the desired outcome (benefits/changes) expected from the implementation of this project: new or changed attitudes, knowledge, values, behaviors, skills or other attributes. To help to answer this question, name the current situation that you are seeking to address.

- V. **PROJECT STRATEGIES:** List and describe the strategies you will use to achieve the above stated goals. List one or more strategies that will help accomplish the goal.

VI. **PROJECT EVALUATION:** State how you will measure the success of this program/project based on your stated goals.

VII. **IN-KIND PROJECT CONTRIBUTIONS:** Name resources, other than money, dedicated to or to be utilized by the project/program: staff (including amount of time assigned to the project/program), volunteers, facilities, equipment and supplies.

VIII. **PROJECT COLLABORATION/COORDINATION:** Describe any plans to coordinate with other agencies/groups providing similar and/or related services to directly collaborate in the delivery of service, if doing so is essential to implement the project/program. Please identify specific agency/group by name.

IX. **PROJECT CONTINUATION:** State how you will continue to build on this work theologically, spiritually, relationally, or in terms of concrete action. Name future funding sources if appropriate.

X. LIST NAMES, ADDRESSES, PHONE NUMBERS, AND E-MAIL ADDRESSES FOR CONTACT PERSON(S) OF ANY AGENCIES OR ORGANIZATIONS ENDORSING THIS PROJECT: (Reconciliation Ministry Commission, at its discretion, may contact the persons/organizations listed.)

XI. PROJECT BUDGET (Please attach additional sheets, as needed).

INCOME

Source

Amount

EXPENSES

Item

Amount

Reconciliation Ministry Commission Grant Request Amount \$ _____

Total Program/Project Cost \$ _____

If awarded, how will the Reconciliation Ministry Grant be spent? [Specify expense item(s)].

Submitted By _____
(PRINT)

Title _____

Signature _____

Date _____

THE RECONCILIATION MINISTRY COMMISSION
CHRISTIAN CHURCH (Disciples of Christ)
TERMS OF GRANT AGREEMENT

GRANTEE: _____

TARGET SERVICE: _____

GRANT PERIOD: _____

GRANT AMOUNT: _____

I. ADMINISTRATION OF GRANT:

EXPENDITURE OF GRANT: This grant is to be expended only for the purpose that has been approved by the Reconciliation Ministry Commission. Modifications of purpose or project/program will be considered only with written approval of Reconciliation Ministry Commission.

RESPONSIBILITY AND RECORDS: The recipient organization is responsible for the proper expenditure of funds for the purpose of this grant. The recipient organization shall maintain adequate financial records, consistent with generally accepted accounting practices and procedures, to substantiate that expenditures for the grant are made only for such purposes. In addition, the recipient organization shall maintain adequate records regarding program activities, clients served, etc. These records shall be available for inspection upon reasonable notice.

RETURN OF GRANT FUNDS: The recipient organization shall return to, or reimburse Reconciliation Fund, any portion of the grant that is not spent in accordance with the terms of the grant or unexpended funds remaining at the close of the grant period. Unexpended funds shall also be promptly returned if the recipient organization loses its exemption from Federal Income Taxation under Section 501 (c) (3) of the Internal Revenue Code.

MODIFICATION PROCEDURES: The final award approved by Reconciliation Ministry Commission may be less than the amount initially requested by the applicant organization. If the final award differs from the initial request, a revised project/program budget needs to be attached to this signed Terms of Agreement along with a detailed description of changes to the project/program. The Minister of Reconciliation will review and approve such changes in consultation with the Reconciliation Ministry Commission.

GRANT PAYMENT SCHEDULE: Grant awards will be distributed in two equal payments (subject to availability of funds). The first payment is contingent on the signed Terms of Grant Agreement being returned to the Office of Reconciliation Ministry by the stated date in the cover letter. Distribution of the second payment is contingent upon the receipt of the recipient organization's six-month progress report.

II. MONITORING

REPORTS: The recipient organization is responsible for providing the Reconciliation Ministry Commission with written reports on the project/program according to the following schedule:

Six-month progress report (January 1 to June 30) due on July 20. Final report (July 1 to December 31) due on January 20.

Each report should consist of 2-3 pages of information focusing on:

- Evidence that the work program and timetable benchmarks are being met.
- Specific quantitative and qualitative achievements of the stated goals and objectives of the approved project and impact on the problem being addressed, including reflections on the role of God in the process of carrying out the project.
- Details of and any suggested modifications of the activities, focus, staffing, management and finances.
- Evaluation of the success in meeting goals and objectives.
- Financial report detailing income and expenses of the project.

MEDIA COMMUNICATIONS: All media communications (reports, brochures, newsprint, discussions, advertisements, etc.) pertaining to the grant project should clearly indicate financial support from Reconciliation Ministry of The Christian Church (Disciples of Christ).

III. POLICY ON CONTINUED FUNDING

This grant is made with the understanding that it is time limited and Reconciliation Ministry Commission has no obligations, implied, stated or otherwise, to provide or continue financial support for the purpose of the grant beyond the period for which the grant was made.

Accepted in accordance with the conditions specified in this Terms of Grant Agreement by:

AGENCY/ INSTITUTION: _____

Name: _____

Title: _____

Date: _____

FOR RECONCILIATION MINISTRY COMMISSION USE ONLY

Date Terms of Agreement Received: _____

Date Final Report Received: _____