

GUIDELINES FOR CONGREGATIONAL MINISTRY INITIATIVES  
Funded by the Hurricane Relief Fund

A. Screening committee

1. An adjunct of the Executive Board, the Hurricane Relief Screening Committee evaluates applications on their merits and recommends those that it deems worthy of funding.
2. The committee consists of five members, who are nominees of the Bishop.
3. Applications may be received at any time in the interval between regularly scheduled meetings of the Executive Board.
4. The committee, after due deliberation, recommends recipients to the Executive Board, who will act on those recommendations.
5. Awards may be for amounts between \$10,000 and \$100,000, and they are given for one year only. (Grantees may reapply in future years.)

B. Application procedures

Presentation of a narrative summary

1. Applicants must provide a narrative summary of the purpose and expected outcome of an initiative. That narrative should not exceed two pages of text, single spaced. It should include a statement of how the initiative meets a particular community, parochial, or other need, as well as how it fits within the larger diocesan recovery efforts. Additionally, the narrative should identify the individual who will manage the initiative. It should also note other key personnel, explain why they are necessary, their explicit responsibilities, and their relationship to the initiative manager. Finally, the narrative should indicate a starting and ending date for the initiative.

2. Budget

Applicants must submit a detailed budget that sets forth how an award will be spent and includes a timeline for the disbursement of the granted funds.

3. Brief resumes of key personnel. (“Brief” means no more than a one page statement of qualifications.)

4. Applicants must submit a resolution that stipulates the initiative has the support of the parish vestry or chapel advisory council, and that they have reviewed the application, accepting its responsibilities as set forth in the guidelines.

5. In those instances where the intent of an initiative is the provision of medical aid or legal assistance, applicants must warrant in writing that they have the approval of the local medical and bar associations.

6. Similarly, if applicants seek to set up some form of child care facility, then they should provide written assurances that they have met all necessary statutory and other legal requirements.

7. Applications must be submitted electronically to the secretary of the screening committee (currently Canon Mark Stevenson, [mstevenson@edola.org](mailto:mstevenson@edola.org)) who will distribute them to his/her colleagues. Incomplete applications will neither be considered nor returned for reconsideration at a later date.

8. All posters, handbills, web pages, advertisements, radio or television spots, letterhead stationery or similar materials relating to any funded initiative must include this statement: "This congregational ministry initiative is supported financially by the Episcopal Diocese of Louisiana."

9. Distribution of grants.

The Treasurer of the Diocese will distribute grant funds in accordance with the time line specified in the budget.

### C. Reporting and oversight

A report shall be emailed to the Office of the Canon to the Ordinary once every three months, reporting the progress of the ministry and the proper use of the granted funds. The proper administration of the grant is part of the fiduciary responsibility of the congregation and is subject to and part of the annual audit. The Canon will then report to the Executive Board, which has ultimate oversight of the grants.

Evaluations will be jointly conducted by the congregational project administrator and the Hurricane Relief Screening Committee at the direction of the Executive Board.