

## **EASTERN OREGON EPISCOPAL FOUNDATION GRANT POLICY**

**Approved by Foundation Committee at Annual Meeting, October 18, 2002.**

### General Statement

The Eastern Oregon Episcopal Foundation (Foundation) seeks to make grants to the congregations of the Episcopal Diocese of Eastern Oregon (Diocese) as funds become available. Grants are intended to be used for: 1) the formation, education, and training of the people of this Diocese for mission and ministry; and 2) emergency building grants for congregations in the Diocese. Projects with matching funding, one-time projects, new projects, and projects of a non-routine nature will take precedent over ongoing programs. Grants that directly revitalize and strengthen the congregation or reach out to the community in ways that are congruent with their parish mission are desirable.

### Application Procedure for Grants

Grant requests must be submitted utilizing the Foundation's procedure and form which is available from the Diocese. Information required by the form include: a summary of the project/activity, a detailed budget for the project/activity, identification of other resources provided for project implementation (matching funds, volunteer hours, etc.) the amount requested, a time line for the implementation of the project, goals and objectives of the project, an evaluation/review process that will be utilized to review the project, the name(s) of the project manager, and any other related information that will aid the Foundation's Trustees in their decision-making process.

### Granting Cycle

The Foundation's Trustees will approve grants on a semi-annual basis. Completed grant requests received by April 1<sup>st</sup> will be reviewed at their April meeting (3<sup>rd</sup> week), and those received by October 1<sup>st</sup> will be reviewed at the Foundation's October meeting (3<sup>rd</sup> week). The Foundation's Trustees meet quarterly (Jan., April, July, and October) during the third week of that month.

### Foundation Funding Source

The Foundation has acquired resources from generous donors. The Fund's resources generate real income returns from time to time. As a means of preserving the real economic wealth of resources, funding for grants will be limited to no more than 25% of the realized interest income plus 25% of the dividend income received plus 25% of the net realized capital gains (losses) earned since December 31, 2001. The accounting and financial records are to reflect annually the sum of these earnings as dedicated grant earnings and the amount of accumulated unused dedicated grant earnings.

### Grant Approval

The Foundation anticipates requests for grants will exceed available funding. The Trustees of the Foundation will review submitted grant requests on a semi-annual basis, (at their April and October meetings) and determine at that time which grants will be funded immediately, which will be held for future consideration as funding becomes available, which will be denied. In addition, the amount of the grant may not be for the full requested amount. Decisions on grant applications will be made by a simple majority of the Trustees present at the meeting. Grant decisions will not be made without a quorum of the Trustees present. The Foundation will in a timely manner, notify the various congregations of their decision.

### Grant Reporting and Accountability

It is essential that all grant recipients provide an accounting of the expenditure of their funds within one year from the date of its receipt. This report is to include a summary of the project and expenditures, and the impact, both quantitative and qualitative, the project/program had on the ministry of all the baptized. An extension of this funding period may be granted upon receipt of a written request to the Trustees and their positive response in writing.