

## ST. MARK'S EPISCOPAL CHURCH

### GUIDELINES FOR ALLOCATION OF THE PADDOCK-WAIT LEGACY IN MISSION AND MINISTRY

#### **What Is the Fund's Purpose?**

The purpose of the Paddock-Wait Legacy Mission and Ministry Fund is to support initiatives

- proclaiming our Christian witness on issues of peace and reconciliation;
- alleviating poverty or hunger;
- supporting Anglican diocesan programs or Episcopal charities;
- providing seed money for innovative mission and ministry projects among parishioners.

#### **Who Can Apply?**

Every parish member, including the clergy, and every parish organization is eligible to make applications for grants.

#### **What Are the Grant Sizes?**

Individual grants will range in size from \$250 to, normally, no more than \$3,000 in any calendar year with renewal applications allowed in the following year. Renewal applications will be allowed in a following year, subject to the evaluation guidelines given below. Grant requests of less than \$250 will be handled through funds other than the Paddock Legacy Fund. Grants of over \$3,000 will be considered only in very special cases, as funds are limited.

#### **What Are the Selection Criteria?**

Grants will be apportioned among three categories: local; regional/national; and international causes. Apportionments may not be exactly equal in any given grant year.

We will be looking for proposals seeking significant amounts of seed money for innovative projects, with preference given to those which actively involve members of the St. Mark's congregation and that have a high potential for sustainability beyond initial funding.

#### **How Will the Process Work?**

Grant applications will be received by the Mission and Ministry cluster for first review. Those requests receiving a positive recommendation for funding will be passed on to the Vestry for final approval. These requests will include both copy of the original application and the Cluster's rationale for their recommendation.

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### **Allocation of Paddock legacy**

Requests not receiving a positive a recommendation will not be forwarded to the Vestry. Instead the Cluster will provide their rationale to the requester along with suggestions for possible revision and later re-application. Requests found unsuitable by the Cluster will not be further considered.

For the purpose of evaluating grant proposals, every member of the congregation, including the clergy, who comes to the meeting will be considered a member of the Mission and Ministry Cluster for that meeting. Every member present gets to vote on a given application except for the person (or persons) making the application.

The Mission and Ministry Cluster will announce both a deadline for written applications and a date for a Cluster Meeting to be held at the church. The Cluster will see to it these dates are publicized in advance.

To encourage grant applications between the end of year 2011 and February, 2012, the Mission and Ministry Cluster will actively seek, through Request for Proposal (RFP) letters, possible recipients who appear to have needs fitting our stated grant criteria. After that date, the Cluster in consultation with the Vestry will decide whether to continue actively seeking possible grant recipients.

### **How Will Grants Be Evaluated?**

The member or parish organization making the application will be required to agree, as a term of the grant, to submit an evaluation report of grant results specifically as to whether and how the project or grant met the stated purpose(s); how parishioners were involved; and how the project has or has not attained sustainability. Those projects showing potential for continued growth will be encouraged to apply for continuing financial support.