

Grant Applicant Process

(updated April 2023)

Anytime, year-round



Go to: <https://www.iowaepiscopal.org/gilead-grants>

- Familiarize yourself with:
 - Applicant Process** (this document)
 - Prepare Your Application** (has all questions from applications)
 - Budget Template**
 - Grant Acknowledgement Processing Form**
 - Reports (Progress, Accounting, Final Initiative)**

May 15 – July 15



- Sign up for and attend a Zoom meeting** with the Grant Review Committee (REQUIRED) prior to submitting your application
- Submit your **Application** online with your **supporting documents**:
 - Episcopal Endorsement Letter** (REQUIRED)
 - Letters of support, statements of partnership, etc.**
 - Budget** (REQUIRED) (and any other supporting financial information)

1st Week of August

- You'll have 1 week to respond to an email with questions/clarifications asked for by the Grant Review Committee
- Submit your **Grant Acknowledgement Processing Form** online

August

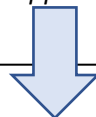


The Grant Review Committee will review all grants and decide which applications to recommend to the Board of Directors for funding. If your application is not recommended to the Board, you'll be notified

September

The Board of Directors will meet and approve/deny applications – you'll be notified of the status of your application within two weeks after the Board meeting

If your application was approved – see next page



If your application was denied at either of these points:

- You'll receive feedback on why
- You may reapply next year (use that time to consult with the Grant Review Committee & rewrite your proposal)

i.e. if your application was denied in 2023, you may reapply in 2024

If your application was approved

September -
October

- You'll be notified that you've been approved via email within 2 weeks after the September Board Meeting
 - This email will also contain information about participating in a video recording about your grant
 - You may share your approval with your congregation, grant partners, etc.
- Funds will be disbursed in a lump sum to your named fiscal agent
- Paperwork (including grant check) will be mailed to your congregation c/o fiscal agent (if your fiscal agent is the Diocesan Comptroller, Traci will confirm with you where to mail the paperwork)
 - From the paperwork received, fill out and return the **Grant Acknowledgement Standard Receipt**
(scan & email to tpetty@iowaepiscopal.org OR mail to: Episcopal Diocese of Iowa, Attn: Traci Ruhland Petty, 225 37th Street, Des Moines, IA 50312)

October

- Grants funded will be announced at Diocesan Convention
- Website, other diocesan communications re: grants funded go live

THE NEXT YEAR:

March 15

- Bi-annual **Progress Report** Due (fill out form online)

September 15

- Bi-annual **Progress Report** Due (fill out form online)
- Accounting Report** + accompanying expenditure documentation Due (fillable pdf is on the website; email report + documentation to tpetty@iowaepiscopal.org OR mail to Episcopal Diocese of Iowa, Attn: Traci Ruhland Petty, 225 37th Street, Des Moines, IA 50312)

PLEASE NOTE:

- Progress Reports** are due bi-annually throughout the duration of the project, and **Accounting Reports** are due yearly (on September 15)
- Upon project completion, submit:
 - Final Initiative Report** (fill out and submit online)
 - Accounting Report** (fillable pdf is on the website; email report + documentation to tpetty@iowaepiscopal.org OR mail to Episcopal Diocese of Iowa, Attn: Traci Ruhland Petty, 225 37th Street, Des