



# THE EPISCOPAL DIOCESE OF MARYLAND

*The mission of the Diocese of Maryland is to encounter Christ everywhere  
and engage in God's mission of reconciliation in the world.*

## ROBERT W. IHLOFF FUND FOR CONGREGATIONAL DEVELOPMENT

### Nomination Form and Instructions

***Receipt Deadline: Sunday, March 15, 2018***

#### Program Description

The Robert W. Ihloff Fund for Congregational Development is a discretionary fund administered by the Bishop of Maryland, created to promote efforts in congregational development in honor of and thanksgiving for the work of the Right Rev. Robert W. Ihloff, thirteenth Bishop of Maryland.

#### Grants support efforts to grow healthy and vital congregations in the following areas:

1. **New Church Development/Redevelopment of existing congregations:** Planting new churches and/or redeveloping existing congregations which have been in decline for several years or are undergoing significant change in demographics.
2. **Small Church Development:** Churches with an average Sunday attendance of under 75 that are stable, declining or growing
3. **Stewardship:** Developing programs that help congregations carry out the work God is calling them to do; especially congregations that make use of excellent existing Stewardship programs offered through the Episcopal Foundation and other resources.

#### Grants may:

- be given to congregations to assist them with major development or redevelopment of all program areas
- be used for funding conferences and educational events which support diocesan goals and objectives
- cover fees for consultants
- support diocesan programs or committees which promote congregational development
- be used to acquire resources for congregational use throughout the diocese

**Award Information** The total amount available each year is variable and is set by the bishop. Past awards have usually been in the range of \$5,000 to \$10,000 for one year and typically 1-3 grants are awarded each year. The awards are for a twelve month period with disbursements made in September and January. Awardees may apply for a second year of funding for the same program; however, nominations for second-year funds are considered in competition with all new nominations. Renewal of awards for additional years is at the discretion of the Bishop.

**Eligibility** Nominations may be submitted by a congregation, a Diocesan committee or organization, a member of the bishop's staff or by the bishop himself. Nominations submitted by congregations must demonstrate a period of discernment and preparation, should show how the congregation has consulted with diocesan staff members, and demonstrate a broad-based acceptance and support from the baptized members for the proposed initiatives.

**Congregations and Diocesan committees or organizations may each submit only one nomination to this program each year.**

*Late, incomplete, ineligible or otherwise non-responsive nominations will not be reviewed.*

## **Nomination Submission and Deadlines**

Forms may be emailed or mailed by U.S. Postal Service but all portions must be received by March 15, 2018. The cover sheet should be attached. The application should be mailed to Karen Stewart, Canon for Finance & Chief Financial Officer, 4 East University Pkwy, Baltimore, MD 21218 or emailed to [kstewart@episcopalmaryland.org](mailto:kstewart@episcopalmaryland.org).

## **Nomination Format**

Nominations must be typewritten. All pages of the nomination should be numbered consecutively. The nomination must be submitted in a Microsoft Word (.doc or .docx) or PDF format, as a single file containing all pages of the nomination.

## **Nomination Content**

Nominations must contain each of the following sections. Please use each of the headings below in your nomination document, to make it clear that you are including each section. If any of these sections are missing, your nomination will be deemed incomplete, and will be returned without review.

1. **Cover Page** Use the cover page form provided in Appendix 1, below. Fill out all fields on the form then scan and email it with the application or mail it by U.S. mail.
2. **Description of submitting organization** Give a brief description of your organization. Include your history, size, location, and information about your surrounding community. (This assists reviewers who may not know you.) In the case of congregations, list the names of your Clergy, Vestry or Advisory board. (This list is used to ensure that prospective reviewers have no conflict of interest with the projects that they will evaluate.)
3. **Abstract (500 words, maximum)** Provide a very brief (1-2 paragraph, 500 words maximum) description the purpose of your proposal. This abstract should be concise and suitable for publication in Diocesan media.
4. **Background (1-2 pages, maximum)** Give a brief descriptive account of the demographics of the area and the conditions that necessitate this nomination.
5. **Program Area (one paragraph)** Identify the program area (New Church Development, Redevelopment of an Existing Congregation, Small Church Development, Stewardship) this project addresses, and provide a justification for how you believe the project supports this aim.
6. **Goals (1 page, maximum)** Write a brief statement expressing the goals and objectives of this ministry initiative and the long-range vision for development and/or change. Show that the project is sustainable by explaining how the vision will be supported once the funding has ended.

7. **Cooperative Elements (1 page, maximum)** Note how this ministry initiative cooperates with existing diocesan groups, committees, structures and goals. Note how this ministry initiative takes advantage of, or contributes to, existing diocesan and community resources.
8. **Timelines and Evaluation (1 page, maximum)** Record what specific, concrete and measurable goals will be accomplished at key points in the ministry initiative; and note the process by which it will be evaluated on the local or specific level.
9. **Projected Budget** Please note that your budget should be specific, well researched and show ALL revenue and expenses associated with this ministry initiative, and designate whether expenses are part of the Ihloff request or existing organizational resources. Provide a detailed narration with your budget, explaining how each line item contributes to the initiative.
10. **Appendices (10 pages, maximum)** Include any supplemental material that would help the reviewers and the Bishop learn more about this ministry.

## Nomination Processing

Nominations will be evaluated for completeness and responsiveness by members of the Grants Committee. Incomplete or unresponsive nominations will be returned. Nominees will be emailed an acknowledgement of receipt of the application within two weeks. The grants committee will make recommendations to Diocesan Council and to the Bishop who will make the decisions on which grant will receive funds and how much each recipient will receive. Nominees will receive notice of outcome from the Bishop before the end of July.

## Nomination Review and Selection

Each nomination will be reviewed using the following rubric:

1. **The overall merit of the project (20 points)** has the applicant carefully considered the context of the parish that this project hopes to help, the surrounding community and neighborhood demographics, and crafted a proposal that addresses this particular situation? Does the proposed project capably address the problems or barriers that the parish faces? Has any aspect of the parish and/or neighborhood demographics not been considered by this proposal? How likely is it that this project will have the desired outcome and meet its goals?
2. **The applicability of the project to the proposed program area(s) (10 points)** how well does this project fit within the program area identified by the applicant?
3. **The feasibility of the project (20 points)** is the project conceived of and structured in such a way that the goals and objectives will be carried out within one year? Is there a clear list of tasks and work to be accomplished to meet project goals? Are there enough resources assigned to the project for the work to be accomplished? Does the project have adequate oversight to ensure that timelines and goals are met, obstacles identified, and solutions implemented in a timely, responsive fashion? Are there structures in place to ensure that project participants are accountable for meeting goals and timelines?

## Evaluation of the Submissions:

The Diocesan Grants for Ministry Committee will score and comment on each submission. The committee as a whole will then meet to discuss each grant. Nomination scores, comments and recommendations will be presented to the Bishop. **Funding decisions are made solely by the Bishop.**

## **Award Administration Information**

Awards are made by the Bishop. Awarded funds will be transferred to awardees as follows:

- Half of the awarded funds will be transferred when the award documents issued by the Comptroller have been signed and returned,
- the remaining funds will be transferred after the acceptance of the mid-year progress report.
- Awardees may incur award expenses up to 90 days in advance of the award start date, and may use awarded funds for the reimbursement of valid, budgeted costs that have already been incurred during the award period.
- **It is the responsibility of awardees to maintain a liquid cash flow to meet expenses within the scheduled transfer of award funds from the diocese.**

Reports must be made at **MID-YEAR** and at the **END OF THE YEAR**. The reports will contain a description of the progress and results of the ministry initiative along with a detailed listing of expenditures. A blank report for both mid-year and year-end will be sent with award notifications. These forms, along with any other information you wish to share, should be submitted by January 31 and July 1st of the program year.



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## THE ROBERT W. ILHOFF FUND FOR CONGREGATIONAL DEVELOPMENT

**Cover Sheet: Due by March 15, 2018**

Date of Submission:

Nominating/Requesting Organization:

Program/Initiative Title:

Funds Requested:

Primary Contact Person/ Title:

Address:

E-Mail:

Phone Number:

Financial Contact/ Title:

Address:

Phone Number:

E-Mail:

Send completed form to Karen Stewart, Canon for Finance & Chief Financial Officer  
The Episcopal Diocese of Maryland, 4 East University Parkway Baltimore, MD 21218

Fax: 410-554-6387

[kstewart@episcopalmaryland.org](mailto:kstewart@episcopalmaryland.org)



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## THE ROBERT W. ILHOFF FUND FOR CONGREGATIONAL DEVELOPMENT

### Mid-Year Report: **Due by January 31**

*The second half of grant money will be sent after this report has been received and processed.*

Initiative/Project Title:

Funds Awarded:

Organization:

Contact:

Address:

Phone Number:

E-Mail:

Attach a report of not more than three pages with the following information:

- Attach a report of not more than three pages giving a brief assessment of how the project is going. What barriers or problems have you encountered and how have you met them? What are your next steps? Is there anything you need help with?
- Attach a copy of your original budget sheet showing expenditures to date in each category.

Send completed form to Karen Stewart, Canon for Finance & Chief Financial Officer  
The Episcopal Diocese of Maryland, 4 East University Pkwy, Baltimore, MD 21218  
Fax: 410-554-6387      [kstewart@episcopalmaryland.org](mailto:kstewart@episcopalmaryland.org)

*Revised January 2018*



# THE EPISCOPAL DIOCESE OF MARYLAND

## **THE ROBERT W. ILHOFF FUND FOR CONGREGATIONAL DEVELOPMENT** **End of the Year Report: Due by July 1**

Initiative/Project Title:

Funds Awarded:

Organization:

Contact:

Address:

Phone Number:

E-Mail:

Attach a report of not more than three pages with the following information:

- Describe how your vision and goals were accomplished. Did the scope of the ministry change? In what ways?
- Give us one example or story of how this project brought God's love to someone.

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