

Constable Fund Application Form

About the Constable Fund

Miss Mary Louise Constable was a visionary philanthropist. Hers is an example of faithful witness and generosity in response to an obviously mature and deep understanding of herself as both a disciple of Jesus Christ and as a steward of the blessings bestowed upon her by God.

In 1935, in the midst of economic catastrophe known as the Great Depression, Miss Constable made a monetary gift to the Church to establish the Constable Fund. Her desire and intent to add periodically to the fund during her lifetime was realized and culminated with a very generous final gift at the time of her death.

Stipulations for use of the fund were also visionary and generous, recognizing in and trusting those who came after her to comply with her wishes while allowing them flexibility in order to carry the mission of God through God's Church forward into new eras.

It is the desire of the Executive Council Constable Fund Review Committee that her example of generosity, flexibility, and creativity be values that continue to be honored. As such, those requesting grants are asked to carefully review the program & budget guidelines and time frames on pages 3 & 4 in order to help keep these values in mind as you develop your proposals.

Constable Fund Application Form Summary Page

DFMS Department / CCAB / Province submitting this application:

Date of Application:

Project Title and one-paragraph description:

Amount requested from the Constable Fund:

Timetable for the Project:

Please attach: a) narrative description of the project (maximum five pages)
b) Detailed budget (see template/sample on page 5)

CCAB and Provincial applications should be submitted to the Executive Council Joint Standing Committee for Local Mission & Ministry, Chairperson via the Executive Officer of the General Convention Office, *Michael Barlowe, mbarlowe@episcopalchurch.org*

Applications from Mission Department staff should be submitted first to the Deputy COO and Director of Mission, *Samuel McDonald, smcdonald@episcopalchurch.org*

Please pay particular note to the following as you complete your application:

- The Constable Fund was established for work not provided for within the regular budget of the Domestic and Foreign Missionary Society and with a stated preference for work in the areas of religious education.
- Religious education for the purposes of the Constable Fund is defined as follows: Religious education forms Christians for active service through a process of critical reflection on the events of daily life in light of the Gospel. It is also a procedure by which we examine and reflect on how faithfully we engage in that service and in formation. By learning to see more clearly God's living presence in the world—Father, Son, and Holy Spirit—a Christian is prepared for Christ-like, loving service to God, neighbor, and all creation. *Adapted from Called to Teach and Learn, a catechetical guide for the Episcopal Church.*
- The following areas of the Episcopal Church's mission and ministry seem particularly relevant for funding consideration related to religious education. This list is meant to be descriptive and not conclusive:
 - Priorities of the General Convention and Executive Council
 - The 5 Marks of Mission, particularly #2 - Proclaim, teach, baptize, nurture new believers
 - Certain of the Millenium Development Goals (MDGs)
 - Unfunded religious education resolutions from the General Convention
 - Adult education initiatives
 - Initiatives involving strategic review and/or planning for religious education
 - Initiatives that examine the larger picture of religious education in the common life, mission, and ministry of the church
 - Resolutions and initiatives involving children, youth, and young adults (with the understanding that some of these initiatives will be addressed by the fund established by the General Convention and Executive Council for these purposes)
- Your narrative should address the following fund criteria:
 1. How does the proposal conform to the intent of the Constable Fund?
 2. Does the proposal have a clearly defined religious education objective and outcome? How are the objective and outcome identified, articulated, and evaluated?
 3. What will the impact of the project be? How will the proposal influence a significant number of persons or benefit or influence a significant group within the church likely to produce change? What benefits will the project offer that will endure and persist beyond the life of the grant?
 4. Cost-effectiveness of the proposal: how does the project reflect a strategic use of the funds? Does the proposed budget indicate an appropriate use of resources? Are funds allocated to activities likely to support the goals and objectives of the proposal? Are the budget items reasonable and fully justified? (*See additional budget guidelines on page 5.*)
 5. Coordination/collaboration indicated in the proposal: how does the proposal make use of the program expertise available and show an appropriate level of coordination and

collaboration among the relevant DFMS programs, its staff, and other networks of the Episcopal Church?

6. Consistency with General Convention/Executive Council policies and priorities: how does the proposal support, complement, and/or enhance the policies and priorities of General Convention/Executive Council?
 7. How the proposed program moves to concrete action by the church in the community.
- All applications for the 2015 cycle will come from either (1) a programmatic office of the DFMS, (2) one of the General Convention CCABs, or (3) one of the Provinces of the Episcopal Church. A maximum of one proposal per programmatic office of the DFMS, one proposal per CCAB, and one proposal per Province, will be considered. Dioceses or individuals within a diocese should submit their proposals through their Provincial structure with final submission coming through the recommendation of the Provincial Synod, Provincial Officers or Executive Committee, or other corollary structure within the Province.
 - Each proposal from a programmatic office of DFMS should be submitted through the Deputy COO/Director of Mission. Each proposal from a CCAB should be submitted through the Executive Officer of General Convention. Each proposal from the Provinces should, likewise, be submitted through the Executive Officer of General Convention.
 - The application is strengthened when it shows collaboration and partnerships clearly and when appropriate mutual accountability standards are outlined.
 - Be specific and detailed about the budget for your project, including any other anticipated revenue, as well as the duration of the project.
 - It is expected that programmatic and fiscal updates will be made every six months during the life of the grant. Failure to submit timely updates may result in the withholding of outstanding grant funds.
 - Complete the summary application form (page 2) and attach an additional narrative description and proposed budget for the project (maximum 5 pages)
 - Applications are due **November 1, 2014** and will be given an initial review by the Executive Council Joint Standing Committee for Local Mission & Ministry. Further information and perfection of certain proposals may be requested by that committee with a final deadline of December 1, 2014. Applications will be reviewed by the Executive Council Constable Fund Grant Review Committee in December. Their recommendations will be sent to the Executive Council for action at their January 2015 meeting. Distribution of grants will follow shortly after that meeting.
 - Grants ranging from \$5,000 - \$200,000 have been considered in recent cycles.

If you have any additional questions about the application process, contact:

- The Deputy Chief Operating Officer and Director of Mission (DFMS Staff), *Sam McDonald*, smcdonald@episcopalchurch.org
- The Chair of the EC Constable Fund Grant Review Committee and Executive Council's Standing Commission for Local Mission & Ministry, *Anne Watkins*, annemw630@gmail.com, or the Executive Officer of the General Convention Office (CCABs and Provinces), *Michael Barlowe*, mbarlowe@episcopalchurch.org.

Guidelines as You Develop Your Budget Materials

In addition, the following documents should be attached:

- Expense and income budget to conduct the program
This is a Program Budget which can be distinct from the overall budget of your organization. If appropriate, the overall organization's budget should be included as well.

Expenses should include estimates of committed contributions in kind, such as space and volunteer time.

Income should include participant fees and contributions, as applicable. If additional grants are being sought, these should be included and identified as either confirmed, anticipated, or pending.

Financial statements for the previous year, including sources of income and, where appropriate.

If applicable, the most recent audit

- Viable financing plans for continuing the program beyond the grant period, when applicable.
- Board of Directors or team leadership list for the applicant's organization