

# GENERAL RECONCILIATION MINISTRY

## Grant Policies and Guidelines



Christian Church (Disciples of Christ)

Reconciliation Ministry  
P.O. Box 1986  
Indianapolis, IN 46206-1986



## GRANT APPLICATIONS

Grant Application Packages (Guidelines and Forms) are available at [www.reconciliationministry.org](http://www.reconciliationministry.org) . Completed grant proposals should be submitted electronically to [reconciliation@disciples.org](mailto:reconciliation@disciples.org) by **January 31** for the projects proposed for that same calendar year. Requests postmarked after January 31 cannot be considered and will be returned. Grant requests **must** be submitted on the General Reconciliation Grant Application Form.

**General Reconciliation Grant awards are intended to catalyze new and/or existing projects that target anti-racism/anti-bigotry initiatives toward promoting reconciliation and recognition of human dignity through racial justice incentives. Award amounts can range from \$ 2,000 to \$10,000.**

**Please Note:** Grant funds cannot be applied to support capital expenditures, such as buildings, fixtures, equipment or grounds; loans for business ventures or to liquidate indebtedness

Proposals for grant funding must indicate evidence of **comparable funding** from organizational partners, Regional sources, as well as any available funds from the requesting agency/ministry. The amount requested from Reconciliation Ministry may not comprise more than 50% of the total program budget.

## WHO CAN APPLY

The annual Reconciliation Offering is split evenly between the General Church and the Regional Church. For this reason, local congregations are encouraged to seek Reconciliation Grants from their Regional Reconciliation resources in order that Regions may invest and participate equitably in local pro-reconciliation/anti-racism efforts. If you are a local congregation seeking Reconciliation funding, your Region will probably be very excited to hear about your project! Check your regional website and/or office to secure guidelines and application forms.

The General Reconciliation Ministry office welcomes a report of the Regional Reconciliation funding and projects as a mechanism to measure and communicate church wide complementary reconciliation programs.

When applying for grant funds from General Reconciliation Ministry office, please note that eligible applicants are intended specifically for General Ministries, Institutions of Higher Education, Recognized Ministries of the Christian Church (Disciples of Christ) \*, and Disciples ministries (congregations)

working in collaboration with National Congregation and Faith-Rooted Organizing network affiliates. In these circumstances a minimum of two Disciples congregations will need to be currently active in such Congregation-Based Community Organizing affiliates and/or initiatives affecting racial justice and pro-reconciliation.

*\*The General Assembly of the Christian Church (Disciples of Christ), upon recommendation of its General Board, may recognize relationships of other organizations with the Church such as the following: Christmount Christian Assembly, College of Regional Ministers, Disciples' Center for Public Witness, and Disciples Peace Fellowship. This list is not exhaustive and may include ministries recognized and supported by Disciples Home Missions through whom an endorsement may be secured for your planned proposal.)*

### **GRANT PERIOD**

The grant period will be a 12-month calendar-funding year (January–December). Approved projects may be renewed for a second year upon application request. ***No further funding will be provided beyond two years for the same project. No organization will be funded for more than two consecutive years.***



**Christian Church (Disciples of Christ)**

## **GUIDELINES AND INSTRUCTIONS: WHAT TO INCLUDE IN YOUR APPLICATION**

In one application, please insure the following documents are included:

- A cover letter signed by the authorized leader of the church, agency, or other non-profit entity.
- Project summary.
- Your full proposal clearly articulating the purpose, theological underpinnings and anti-racism/bigotry goals of your project.
- A copy of your organization's tax-exempt letter from the IRS
- Names of collaborators on the project, if applicable.
- Names and contact information of project endorsers.
- A detailed budget for your project.

Organizations that have exhibited a commitment to overcoming systemic racism within their institution or who seek to do so through this project are strongly encouraged to apply. Please use the Application Form found on [www.reconciliationministry.org](http://www.reconciliationministry.org).

### **TIMELINE: AFTER YOU SUBMIT YOUR PROPOSAL**

Upon receipt of your proposal by the Office of Reconciliation Ministry, your proposal will be reviewed for compliance with the guidelines. Those proposals that are in compliance, will be presented to the grants subcommittee of the Reconciliation Commission for full review. Those proposals not in compliance will be returned to sender within two (2) weeks after receipt of the proposal in the Reconciliation Ministry office – with an explanation for return. If the sender wishes to re-submit with corrections, the proposal must be returned to Reconciliation Ministry by the published submission date deadline of January 31.

### **WHEN A GRANT IS AWARDED**

Notification of proposal's award or decline will occur by April 1<sup>st</sup>. Successful proposals will receive a Notice of Grant (NOG) indicating the conditions of the funded project and a provision for a signed agreement from the awardee. A preliminary written progress report at the mid-point of the grant period (**September 15th**) is **required** before the second half of funding will be released on October 1. Failure to do so will automatically cancel the remaining portion of your grant award. **Groups are encouraged to include photographs or video as part of the mid-year and final reports, with the understanding that any video submitted becomes the property of Reconciliation Ministries and may be used for educational purposes.**

## **AFTER THE GRANT PERIOD EXPIRES**

We require a final narrative and fiscal report on all projects we fund. The fiscal report must account for expenditures (total grant award) over the entire project period and be signed by your organization's treasurer or fiscal officer, and be postmarked no later than December 31st of the year of the grant period **Electronic submissions that include photos and videos are greatly encouraged.** Failure to submit this report will eliminate your organization from future funding consideration.

## **SECURING AND SUBMITTING GRANT PROPOSALS**

[www.reconciliationministry.org](http://www.reconciliationministry.org)

or by mail

Reconciliation Ministry

P.O. Box 1986

Indianapolis, IN 46206-1986

## **PROJECT PROPOSAL**

PRINT OR TYPE clearly and simply. Please use the language the Commission layperson or professional can readily understand. Keep in mind that the more tightly organized your proposal, the more persuasive it is likely to be. Your proposal summary should cover the following six important areas of information and should be no longer than 1500 words. Please use the Application Form found at [www.reconciliationministry.org](http://www.reconciliationministry.org).

### **YOUR ORGANIZATION'S BACKGROUND (300 words or less)**

- Mission, Founding Date, Major Programs
- Links with similar organizations
- Number and capacity of staff
- Why your organization is qualified to do the work
- Relationship of your project to your organization's overall program

### **THE PROJECT YOU PROPOSE (500 words or less)**

- The contribution your project will make towards eliminating systemic racism, empowering racially marginalized communities, or fostering multiracial communication.
- Your project's goals and objectives
- The activities you propose to tackle the problem
- Why your plan is cost-effective
- Expected immediate and long-term results
- Distinctive features of your project in light of your organization's context
- The theological foundation for the decision to pursue this project or the anticipated effects

**YOUR PROJECT IMPLEMENTATION PLAN (200 words or less)**

- Your timeline: steps to be taken, by whom, and when
- How many people, and who, will be served
- Names of cooperating organizations (Attachment)
- Project staff and/or consultants
- Any advisory groups (Attachment)
- Explicit involvement of spiritual practices or theological reflection that will be incorporated into the project

**PROJECT EVALUATION (200 words or less)**

- Your criteria for effectiveness
- Methods and schedule for measuring results
- Methods and schedule for short- and long-term evaluation of results
- Who will assess the results
- What theological, biblical or spiritual work around anti-racism will continue as a result of this project

**FINANCIAL INFORMATION (200 words or less)**

Complete the Project Budget Form:

- A line item income and expense budget for the project, including cash and in-kind support. Please indicate which line items you are proposing for Reconciliation Ministry funding.
- A budget narrative explaining each line item for which you are requesting Commission support.
- The amount your organization will contribute to the project (% of overall project???)
- A list of other foundations or sources to which you have submitted a proposal. Please indicate if they have committed or declined or are pending.
- If applicable, your organization's annual operating budget.
- If this is a Regional cluster application, clear designation of contributions from each participating region.

**PROJECT CONTINUATION (100 words or less)**

- If project is ongoing, your plan to continue after the funding period
- Future funding sources
- Other current funding sources