**ECD Grant Request Guidelines**

The Episcopal Conference of the Deaf (ECD) historically supports people who have grown up without every benefit of hearing. We consider grants helping to fund local ministries within provinces of The Episcopal Church. We accept grant requests from the United States and US Territories. The ECD Board of Directors determines grant awards at its Spring and Fall meetings.

* **All grants are limited to ECD members and those already working in Episcopal Deaf ministries.**

**Deadlines for grant requests are March 1 and September 1.**In extraordinary circumstances, the President may initiate a vote via email.

1. Fill out your grant request form with the required information:

* Tell us what kind of project you have in mind. Provide a detailed description.
Explain how the ECD funds will be used to implement the program, if awarded. (Grant Request Form sections 1 & 2)
* Deaf people are expected to be involved in the planning and implementation of projects on their behalf. (For internships or academic scholarships, the applicant should show evidence of contact with and support of Deaf Episcopalians. This is particularly important in the hiring of personnel.)
* Provide as much financial information as possible to support your grant.
	+ Project Budget and All Sources of Support (Sections 3 and 4)
	+ Provide **previous year and** **current YTD** (year to date) **financial reports** of any current program and the church or sponsoring organization. (Section 5)
	+ Include a **balance sheet**, listing your organizations’ financial assets. (Section 5)
	+ If this request is for continuing an ECD grant, make sure your financial report shows clearly the use of ECD Grant Funds. (Section 5)
* Answer all Further Questions (Section 6).
* Sign your Request Form (Section 7).
* All grant requests require the endorsement and signature of your Bishop or appropriate diocesan authority. (Section 8)
* Scan and send your completed form, as ONEattached file, to our ECD Membership Secretary, Robert Hartzog, at membership@ecdeaf.org **AND** grant@ecdeaf.org
1. In the awarding of program grants, the ECD Board expects to be partners in the project. Experienced consultants are available upon request. When personnel are hired, we expect that consultation with the ECD Board will take place during the search and call process.
2. We require updates/reports on the results of your grant every 6 months. We encourage you to submit these in the form of a newsletter article (about 500 words) with a picture to share. The Board may request more documentation for the continuation of a grant. You may be invited to attend and report to a triennial ECD convention.