



IMPORTANT: Please carefully read this Instructional Packet before completing our [separate electronic grant application](#).

ENDOWMENT GRANT APPLICATION INSTRUCTIONAL PACKET

This packet contains:

- Application Instructions and Link
- St. John's Mission/Vision Statements and Endowment Committee's Vision Statement
- Endowment Committee Funding Guidelines

APPLICATION INSTRUCTIONS

Applicants should use our electronic grant application. After the initial landing screen, there are three (3) required sections:

1. Endowment Grant Application Cover Form
2. General Grant Requirements
3. Additional Questions By Project Proposal Type

For an application to be considered complete, applicants must respond to all required fields in each of these three (3) sections. Our electronic grant application also provides opportunities to upload files. If desired, applicants may opt to upload information that expands on required responses or provides us with additional supportive information.

Click here to access our [electronic grant application](#).

If you are unable to submit your proposal via this method, please call the office at **989-631-2260** for alternate submission methods.

Deadline for Submission:

The committee meets periodically throughout the year to consider grant applications. The final day for 2026 applications to be submitted is September 30, 2026. Please note that funding is limited and may have already been utilized before this deadline.

Evaluation Criteria:

Project proposals will be evaluated based on the purpose; objectives; expected outcomes; reports on results from previous grants to the requestor(s) if applicable; and consistency with **St. John's Mission/Vision** and the **Endowment Committee's Vision Statement** and **Funding Guidelines**, found on the next three pages.

St. John's Episcopal Church

Mission: Linking Lives in the Love of Christ

OUR MISSION

We live our mission of "linking lives in the love of Christ" through our ministries – loving God, loving our neighbors, and being good stewards of God's blessings.

In worship, study, fellowship and service, St. John's offers and invites opportunities for meaningful connection with God and each other.

OUR VISION

We joyfully gather to pray, worship, learn and serve as we seek to follow Jesus, and invite all to join us on a sacred journey of hope and transformation.

Join us... as we seek to follow Jesus

Join us... on a sacred journey of hope and transformation

Join us... as we joyfully gather to pray, worship, learn and serve

Join us... in linking lives in the love of Christ

St. John's Endowment Committee Vision Statement

Through engaging our parish in the sharing of St. John's resources and talents, we will, with God's help:

1. Implement the Great Commission in the Gospel, either through our own works or by enabling the work of others:
 - To make disciples
 - To baptize in the name of Christ
 - To teach the Gospel
 - To share the story of our faith.
2. Show the love of Christ through our love for those in need:
 - By offering financial support or project funding, while being good stewards of God's bounty
 - By encouraging St. John's members to actively participate in outreach ministry, each according to his/her gifts and talents
 - By partnering with others who share our objectives.
3. Allow the Grace of God and the Holy Spirit to transform our minds, our hearts, and the life of our church as we joyfully serve and give to others. (Note: It is often the participant who is transformed rather than the recipient.)



Endowment Committee Funding Guidelines

1. It is the intention of the Endowment Committee to fund projects. Projects are defined as activities designed to achieve a particular goal with stated outcomes. The activities must be in line with St. John's Mission and Vision Statements and the Endowment Committee's Vision Statement. Projects must be consistent with St. John's Endowment Funding Guidelines.
2. Project proposals under \$1,500 normally will not be considered.
3. The Endowment Committee will attempt each year to fund at least one major project within the Episcopal Diocese of Eastern Michigan and one major project outside the Diocese, either within the USA or abroad.
4. Projects which receive government funding to the degree that the government's influence on the project is inconsistent with St. John's Mission/Vision and the Endowment Committee's Vision Statement and Funding Guidelines will **not** be supported.
5. Projects or programs more apt to receive funding from our Committee are those that have already received financial commitment from other sources.
6. The Endowment Committee will take into consideration the applicant's performance of prior projects funded through a grant award made through the Committee. If applicable, please provide relevant information including the year of the past grant award(s) and outcomes met.
7. Projects will be preferred that further the work of the wider Episcopal Church and the Anglican Community in that the project's purpose is to enhance peoples' lives, including underserved, diverse populations and are inclusive.
8. Aside from certain annual or ongoing local community activities, project proposals for start-up funding [including the hiring of additional staff other than staff needed to support new programs and included in the proposed program budget] for new endeavors will be preferred over requests for operational support or maintenance of existing services.
9. The Endowment Committee is not required to exhaust the entire annual Endowment budget.
10. For any projects that receive funding, the Endowment Committee would like to receive a follow-up report of progress on the project at the six-month and one-year mark from the funding being received.



11. Policies For Funding Travel:

- A. Travel expenses for a mission trip may only be requested if the mission project has received support from St. John's Endowment Committee, the Diocese of Eastern Michigan, or the National Episcopal Church.
- B. If the project is primarily sponsored by another organization, only members of St. John's Episcopal Church will be eligible for funding.
- C. Individuals are expected to contribute 50% of their budgeted travel expenses incurred during work on a mission project. The individual's share may be provided by fundraising or through direct payment by the individual.
- D. Special consideration will be made when the individual's financial status calls for it, or if more than one person from a St. John's family (especially teenagers) is traveling to work on a mission project.
- E. Special consideration will be made if the youth group from St. John's is traveling to work on a supported mission project.
- F. The following items are NOT covered and should not be included in the overall budget for the trip: (1) meals, unless they are included in the overall cost for housing, (2) medical costs including preventative immunizations, (3) passports and visa expenses, (4) personal items, (5) overnight hotel expenses incurred if participants elect to travel the day before an early morning departure time, and (6) travel and/or medical insurance.
- G. Any participant who does NOT pay his/her share of expenses will be ineligible to participate in future mission projects requiring travel until the amount is paid in full.
- H. In order to encourage wider participation in mission projects sponsored by St. John's Episcopal Church, only ONE trip per year for any one individual will be funded by the Endowment Committee. Exceptions will be the rector and/or paid church staff.

[Form Revised: 04/02/2026]

