



## Outreach Fund Grant Application

Thank you for requesting a grant application packet for the National Association of Episcopal Schools Outreach Fund. The NAES Governing Board has established this fund to further the ministry of Episcopal schools.

You will find the following items to assist you with your application:

- General Guidelines, Application Instructions and Format for the Narrative Statement; and
- Outreach Fund Grant Application Cover Sheet (two pages).

Please make certain that your application is postmarked on or before June 1, regardless of the day of the week on which June 1 falls, in order to be considered for funding in the next academic year beginning July 1.

Your application must include:

- Outreach Fund Grant Application Cover Sheet with applicable signatures;
- narrative statement of no more than four pages; and
- budget information.

Please send your completed application to “Attention: Outreach Fund” at the address in the upper right corner of this sheet.

In recent years applications for the Outreach Fund Grant have increased exponentially. We are encouraged by the increase in interest and are excited to extend support to so many of our schools through this part of our ministry. Please understand, however, that NAES is no longer able to fund all project submissions. We strongly encourage schools to review our guidelines for eligibility before submitting an application.

Decisions concerning all requests will be made during the month of June. All applicants will be notified of the decision concerning their requests by June 30.

Questions? Please call Linda A. Glad, CAE, CMP, Director of Operations, at 800.334.7626, ext. 6306, or 212.716.6306, or e-mail her at [lag@episcopalschools.org](mailto:lag@episcopalschools.org).



# EPISCOPAL SCHOOLS

## **General Guidelines**

Requests for grants will be considered from member schools, or diocesan bishops on behalf of member schools. Requests will also be considered from regional and diocesan Episcopal schools organizations.

All schools applying for Outreach Fund Grants must be a member school for both the current year in which they apply **and the year in which the grant is received.**

**Priority shall be given to those schools who have not received a grant in previous years, do not have budgets that accommodate the project requested, and have been long-standing members of NAES.**

Requests for grants shall be in keeping with the stated mission and purpose of NAES, as well as goals of the NAES Strategic Plan 2006. These are summarized below for your information and convenience.

## ***Mission and Philosophy***

The mission of the National Association of Episcopal Schools is to serve those who serve Episcopal schools. Within the Christian tradition of inclusion and open inquiry, the National Association of Episcopal Schools:

- Affirms the spiritual dimension of learning that values both faith and reason.
- Creates and nurtures an extended community of leaders in order to foster partnerships, unity, mutual

support and professional growth.

- Promotes personal formation through moral, spiritual, intellectual, creative, physical and social development.
- Assists Episcopal schools in creating supportive communities through worship, learning, pastoral care and service.
- Recognizes, appreciates and supports the diversity within and among Episcopal schools.
- Helps schools explore, discover and articulate their visions and ministries as Episcopal schools.

## ***NAES Strategic Plan 2006***

- *Episcopal Identity:* Support schools and their leaders in the essential work of articulating and integrating the core values of their spiritual and religious identities into every aspect of school life.
- *Episcopal School Leadership and Governance:* Promote exemplary leadership and governance in Episcopal schools.
- *Equity and Justice:* Foster inclusivity, equity, and justice in Episcopal schools—individually, nationally, and globally.
- *Telling the Story:* Develop a comprehensive collection of print- and web-based resources to assist school leaders in effective leadership and governance, and in the implementation of the NAES



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*Principles of Good Practice for Furthering Episcopal Identity in Episcopal Schools.*

- *Resources and Organizational Structure:*  
Secure the resources necessary to advance the ministry of NAES with expanded programs and services for Episcopal schools.

Priority shall be given to schools whose budgets might not otherwise accommodate funding their requests.

Priority areas for consideration shall include:

- Biennial Conference attendance (Needs-based requests for assisting member schools who wish to send participants to Biennial).
- Mission focused projects.
- Projects which strengthen and articulate Episcopal School Identity.
- Member school outreach programs.
- Projects which can demonstrate the likelihood of sustainability.
- Multi-year projects.

The maximum grant request shall not exceed \$1,000.00.

## **Format for the Narrative Statement**

Using a narrative format of no more than four pages, please attach the following information:

- A concise statement which explains the nature of your request or proposed project and its cost.
- A brief statement which tells how your request or project is consistent with the Mission and Philosophy of NAES and the NAES Strategic Plan.
- A definition of the need which the request or project will address, your goals for the project and your hopes/expectations for outcomes. Tell us how you plan to accomplish your objectives.
- If your request is for partial funding, information about how you will fund the balance.

## **Application Instructions**

All requests must be submitted with an NAES Outreach Fund Grant Application Cover Sheet signed as follows.

- Requests from a school shall be signed by the head of school, board chair and, in the case of a parish day school, the rector and senior warden.
- Requests from NAES affiliated regional organizations shall be signed by the head of the organization.



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- Requests submitted by diocesan bishops on behalf of member schools shall be signed by the diocesan bishop as well as the head of school, board chair, and in the case of a parish day school, the rector and senior Warden.

All requests shall be mailed to the NAES office and postmarked on or before June 1, regardless of the day of the week on which June 1 falls, in order to be considered for funding in the next school year beginning July 1.

In order to be considered complete, applications must include the following:

- Outreach Fund Grant Application Cover Sheet **with applicable signatures**
- narrative statement (four-page maximum)
- budget information

**Incomplete applications will not be considered. ♥**





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## NAES Outreach Fund Grant Application Cover Sheet, page 2

Name of Contact \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Signatures (*as applicable*)

Head of School \_\_\_\_\_

Board Chair \_\_\_\_\_

Rector \_\_\_\_\_

Senior Warden \_\_\_\_\_

Diocesan Bishop \_\_\_\_\_

Head of Regional Episcopal Schools Organization \_\_\_\_\_