

Guidelines for Applications to the Growth Fund for Environmental Purposes

The Growth Fund Committee and the Board of Trustees are dedicated to assisting participating parishes in maintaining and preserving their physical plants, with an emphasis on helping smaller parishes that may not be able to afford such repairs. The Growth Fund Committee and Board of Trustees also recognize the importance of encouraging parishes to explore energy-saving projects in our church buildings. Accordingly, we must balance funding for energy-saving projects with funding the urgent needs of parishes for repairs and unforeseen emergencies that affect the integrity of our buildings.

Beginning in 2022, \$20,000 of the annual Growth Fund allotment will be designated to address energy-saving projects. Grant amounts, not to exceed \$1,000, are limited to 50% of the project cost for parishes that wish to address environmental issues in their buildings.

Guidelines

Parishes may apply for these funds to address smaller environmental, non-urgent projects within the parish. Electric and gas companies may do energy assessments and parishes are urged to contact these companies before making application to the Growth Fund.

If there are funds remaining in the allocation at year-end, additional applications may be submitted to the fund.

Priority will be given to those parishes who have not received grants in the past.

Parishes will be asked to match the amount granted by the Growth Fund Committee and Board of Trustees with its own funds, which may include sweat equity.

How to Apply

Application for energy saving projects may be made using the form below specifically for energy saving project requests from the Growth Fund. Completed applications can be sent to office@episcopalpgh.org.

Episcopal Diocese of Pittsburgh

Growth Fund Grants for Environmental Projects Information

Growth Fund grants for environmental projects are available on a limited basis to parishes that contribute annually via the Growth Fund assessment. \$20,000 will be made available for these grants. Grant amounts are limited to 50% of the project cost, not to exceed \$1,000.

Applications are reviewed by the Growth Fund Committee, which has six members: two members elected at convention, two members of Diocesan Council, and two members of the Board of Trustees. The Growth Fund Committee evaluates applications and makes a recommendation to the Board of Trustees for final approval. The Growth Fund Committee meets throughout the year as necessary to discuss grant applications. As such, there is a rolling submission process. The Committee provides equal consideration to all eligible applicants.

As part of the application process, parishes must obtain written quotes from contractors and/or vendors. As a general rule, the following rubric will apply:

- Projects under \$5,000 require at least one quote

When soliciting quotes, please be aware that selected contractors will be required to provide a certificate of insurance listing the parish and Diocese as additional insured before any work begins. Also please ensure the contractor has any required licenses (e.g., a license for work in the City of Pittsburgh). If you are struggling to get written quotes, we encourage you to ask neighboring parishes to find out who they have used for similar work, or to call or e-mail the Diocesan Office (office@episcopalpgh.org).

Please e-mail completed applications, with the requested supporting documentation, to the Diocesan Office (office@episcopalpgh.org).

Episcopal Diocese of Pittsburgh

Growth Fund Application for Environmental Projects Grants

Parish: _____

Address: _____

Contact name: _____

Phone number: _____ Email: _____

1. Please provide a description of the project.

2. Why is it needed? How does this project contribute to your parish mission?

3. What is the estimated cost of project? Please attach a written quote.

4. What is the parish contribution for this project? Please indicate how funds were raised, over what period, and what ongoing fundraising, if any is occurring. If parishioner sweat equity will be provided, please describe in detail what that will be.

5. Please specify the amount of grant requested.

6. Are the following Diocesan payments up to date?

Current Year Assessment	_____ Yes	_____ No	
Current Year Growth Fund Giving	_____ Yes	_____ No	
Current Growth Fund Loans	_____ Yes	_____ No	_____ N/A
Priest Pension Payments	_____ Yes	_____ No	_____ N/A

Parochial Report _____ Yes _____ No
Audit Report _____ Yes _____ No

Certificate of Resolution of Vestry for Episcopal Diocese of Pittsburgh Growth Fund

WHEREAS the Vestry of _____ of _____, Pennsylvania has read the questions set out on the Episcopal Diocese of Pittsburgh Growth Fund Application for Environmental Projects Grants, and has supplied the answers for the same, which questions and answers are incorporated herein by reference, and,

WHEREAS this Vestry deems it to be in the best interest of this Church that the project described in the aforesaid Application for Grants be undertaken, and that fund for the same in the amount of \$ _____ be granted from the Episcopal Diocese of Pittsburgh Growth Fund, in accordance with the aforesaid Application for Grants and the answers thereto; therefore

BE IT RESOLVED that the Priest/Deacon-in-Charge of this Church, the Warden or Wardens, and the Vestry are hereby directed on behalf of _____ to make application for a loan or grant from the Episcopal Diocese of Pittsburgh Growth Fund by executing the aforesaid Application for Grants and filing of the same of this Vestry's answers thereto in the Office of the Director of Administration; and the secretary of this Vestry is authorized and directed to execute a certificate of this Resolution in support of the said application.

I certify that the above resolution was duly and properly adopted by the Vestry of _____ Church, meeting at _____ on the _____ day of _____, 20____, a quorum being present.

Signature of Clerk or Secretary of the Vestry

Approved by the Growth Fund Committee: July 11, 2022

Approved by Board of Trustees: [date]