

THE WILLIAM COOPER PROCTER MEMORIAL FUND

Through a trust fund established by William Cooper Procter, the Diocese of Southern Ohio has a unique opportunity to reach out in areas of special ministry, providing "...support for innovative activities which go beyond the day to day operations of the church." The Bishop and Trustees of the Diocese, subject to program evaluation, in four distinct areas of activity following the four criteria as determined by the terms of the bequest, allocate the Procter Fund earnings annually.

Under the terms of the bequest, annual budget and grant decisions as well as oversight of the investment of the Procter Fund are the responsibility of the Bishop and Trustees.

The Four Criteria established by the bequest

Criterion 1:

"The giving of relief to those in trouble and need, especially where there would be an opportunity for restoring physical, mental or spiritual well being."

Criterion 2:

"The building up of the quality of the clergy in the Diocese by perpetuation of the plans for grants to supplement salaries in churches where there is real promise for the future."

Criterion 3:

"The development of a more widespread sense of responsibility in the parishes and missions of the Diocese for the support of the missionary work of the Church. Grants should be made on the same such basis as was used in connection with the refinancing fund given by Mr. Procter in 1933: aid is given to certain churches in time of emergency in return for an agreement pledging those churches to adequate support of the Church's program."

Criterion 4:

"The use of grants to take advantage of unusual opportunities for advance work in the Church's as distinct from the regular running expenses covered by the budget. The responsibility for the maintenance of the regular work must be borne by the rank and file of its membership, but opportunity should be offered to support any experiments, which would afford a chance to take a step forward. The essential unity of the Church's work requires that there should be no geographical limitations upon these grants so long as the purposes of the fund, as described above, are expressed in the use of this income. Part of the annual income from this fund shall be used for the work of the Church outside of the Diocese of Southern Ohio."

Diocesan Mission Statement and Strategies

We in the Diocese of Southern Ohio commit to know our common story, proclaim our common faith, pray our common prayer, drink the common cup, and serve the common good, in the name of our Lord and Savior Jesus Christ.

Diocesan Priorities: Healthy Congregations, Engaging New Relationships, Christian Formation, Mission, and Stewardship of Resources

How to Apply

Applications may be submitted at any time during the year. Site visits are sometimes included in the ongoing evaluation of Procter Fund projects. The Bishop and Trustees seek to support the best possible projects linking the Diocese and its congregations to the community within the guidelines of the four criteria, and the priorities of the diocese. The goal is to help strengthen the work of the Church by supporting innovative projects.

A letter of interest describing the possible proposal may prove a helpful starting point. This should be sent to the Bishop's office. The completed application should be mailed to:

The William Cooper Procter Memorial Fund
Diocese of Southern Ohio
Attn: The Bishop's Office
412 Sycamore Street
Cincinnati, OH 45202-4179

For more information, contact Ann Sabo, Diocese of Southern Ohio, via email at asabo@diosohio.org. Mail can be sent to 412 Sycamore Street, Cincinnati, OH 45202. Phone: 513.421.0311.

Grant requests seeking overseas funding should also be identified in a cover letter. For such grants, endorsement by the local Anglican Bishop is very important.

WILLIAM COOPER PROCTER FUND GRANT APPLICATION

Completed applications may be submitted at any time to the Diocese of Southern Ohio, via email to: asabo@diosohio.org, or conventional mail Attention: The Bishop's Office, 412 Sycamore Street, Cincinnati, OH 45202-4179.

Section One

Organization Data

Applicant Organization [Legal Name]: _____
Street Address: _____
City: _____ State: _____ Zip: _____ County: _____
E-mail: _____ Web site: _____
Phone [] _____ Fax: [] _____
IRS Name, as listed on 501(c)(3) letter: _____
IRS letter: / / Tax Exempt ID number [EIN]: _____
Executive Director: _____

Request Data

Program/Project Title: _____
Requested amount: \$ _____ Total budget for this Program/Project: \$ _____
Proposal contact person information: Name: _____
Community/Congregations served by this Program/Project: _____

Brief demographic description of population served by this Program/Project: _____

Type of request [check all that apply]

Capital Operating Program/Project Start-up

Signature of Executive Director: _____ date

Signature of Board President: _____ date

Signature of Congregation Rep. [if appropriate]: _____ date

WILLIAM COOPER PROCTER FUND GRANT APPLICATION

The narratives for Sections Two through Six should not exceed a total of five pages. Responses must be typed, single-spaced, single-sided and use a minimum of 12-point type.

Section Two – Profiles of Organization

- 1) Brief summary of organization's history
- 2) Brief statement of organization's vision/mission
- 3) Brief description of current programs/projects and activities

Section Three – Statement of Need

- 1) Statement of need project is attempting to meet and evidence of that need.

Section Four – Program/Project Description & Methodology

- 1) Description of program/project
- 2) Discuss how your project goals relate to one or more of the Procter Criteria
- 3) Discuss how your project goals relate to the diocesan mission statement and priorities
- 4) Relate roles of other organizations collaborating on this project [if appropriate]

Section Five – Evaluation

- 1) How will success be defined and measured, for example, what are the short-term, intermediate and/or long-term outcomes?
- 2) How will the evaluation be conducted?
- 3) How will the people served be involved in the program/project evaluation?
- 4) How will the results be used and disseminated?

WILLIAM COOPER PROCTER FUND

Section Six – Program/Project Funding Plans

- 1) List of other funders to which the proposal has been and will be submitted. For each funder, indicate amount requested and status of request, i.e. request will be submitted, is pending, was funded or was declined. If funded, specify amount of grant.
- 2) Other anticipated funding including:
 - a.) Earned revenue
 - b.) In-kind support
 - c.) Special events
 - d.) Fundraisers, etc.
- 3) Anticipated future/long-term funding strategies and sources, if appropriate

Section Seven – Required Financial Attachments

-
- 1) Statement of Revenue/Support and Expenses and Balance Sheet for your organization's most recently completed fiscal/calendar year
 - 2) Budget for the current fiscal/calendar year
 - 3) Project Budget for your entire project

Section Eight – Required Non-Financial Attachments

-
- 1) For applicants other than Episcopal parishes, IRS letter of determination 501(c)(3), or if such a letter does not exist contact Procter Fund consultants
 - 2) Names, affiliations and demographics of board members
 - 3) List of key staff members and qualifications, or an organizational chart
 - 4) One or more examples of the following: Annual Report, Organizational brochure, sample newsletter, program