

St. Philip's Episcopal Church Outreach Board

Policies and Procedures

The following Policies and Procedures are designed to link the Outreach Board to the Vision Statement of St. Philip's and provide clear steps for identifying, developing, and funding Outreach Ministries.

St. Philip's Vision Statement:

We, at St. Philip's Church, strive to love God and others in all that we do.

Outreach Board Mission Statement:

The mission of the Outreach Board is to be God's hands and feet in the world, partnering with other churches, agencies, and target populations, to improve the quality of life for those living on the edges of society and in greatest need.

The Outreach Board accomplishes this mission by identifying community needs, prioritizing areas of focus, and directing the time, talent, and resources of the church to meet those needs.

Composition of Outreach Board:

The Outreach Board is comprised of the following individuals –

- Representatives from St. Philip's ministries (ex. Diaper Ministry, Chapel Docents, Supply Mentoring/Tutoring)
- Representatives from ECW and MOAM
- Southport Oak Island Interchurch Fellowship representative
- St. Philip's Members at Large (ex. Lil Bit of Help, Brunswick Partnership for Housing)
- Chairman and Communicator

Needs identification:

The Outreach Board will review community needs and resource data at least every three years. Data may be sourced through the US Census, Dept. of Commerce, Brunswick County departments such as the Health Dept. or the school system, other community planning groups or service collaborative organizations. The needs and availability of resources to meet those needs will be reviewed and the Outreach Board will identify priority areas of focus. The priority areas will be included on the Outreach page of the St. Philip's website, publicized to the larger community, and noted on the grant application cover page. Needs may also be identified in partnership with larger Diocesan or international efforts or sudden changes in Brunswick County.

Inter-Board Coordination:

St. Philip's Church will be informed of the priority focus areas for the investment of funds, volunteer effort and skills. Other church boards will be asked to support Outreach efforts as needed through the utilization of facilities, communications, educational efforts, and the allocation of financial resources.

Sources of Funds:

The Outreach Board receives funds for distribution to grantees through the church budget, fundraisers sponsored by other groups within St. Philip's, the Outreach Endowment Fund distribution, and restricted donations. As a rule, all fundraisers by St. Philip's groups will be advertised as "Profits will go toward St. Philips Outreach Ministries." On the rare occasion that a group wants to earmark their fundraising for a specific 501 (c) 3, it must be pre-approved by the Outreach Board and documented with a Memorandum of Understanding. The Outreach Board will coordinate with ECW and Men on a Mission, through their representation on the Outreach Board, regarding funding decisions.

Distribution of Outreach Funds:

The distribution of funds will be approved by the Outreach Board after submittal and review of grant applications. At least 80% of awarded grant funds should be for Brunswick County charities. Grantees may be mission activities that are sponsored, managed, and completed internally by St. Philip's Church as well as programs provided by external nonprofit organizations (501 (c) 3 approved). Grants must be submitted by the sponsoring church members for internal programs and approved by the Outreach Board. If a grant is requested for a ministry or 501 (c)3 represented by a member of the Outreach Board, they must recuse themselves from the vote.

Funds must be linked to one or more priority focus areas and may be used for:

- One time funding for a program
- Direct services and operating expenses
- Programs targeting restorative justice solutions
- Advocacy and community engagement

Funds may not be used for:

- Organizations passing through funds charitably to other groups, with the exception of Episcopal Diocesan ministries
- Fundraising events
- Political activity
- Lobbying

Grants will not be awarded to individuals.

Most of the grants will be awarded in the last quarter of the year. For grant requests that require funds earlier in the year, they will be considered on an as-needed basis.

Grant Process

Applicants for funding will use the common grant application located on the St. Philip's website Outreach page. The grant application should be complete at the time of submittal with all required attachments.

In addition to the application form, the external applicant should submit:

- A detailed program description outlining the scope of the project and outcomes, how the need was determined, if the project utilizes an evidence based best practice model, and evaluation methods.
- Budget for the program identifying revenue amounts and sources and expenses.
- Overall agency budget.
- IRS nonprofit status letter.
- Form 990 for the prior year or signed and sworn end of year financial statement if the Form 990 was not required.
- Board of Directors list and key management and program staff.

Internal applicants from St. Philip's proposing a church run program should include:

- A detailed program description outlining the scope of the project and outcomes, how the need was determined if the project utilizes and evidence based best practice model, and evaluation methods.
- Budget for the program identifying revenue amounts and sources and expenses.
- List of people managing the project and their roles.

Internal applicants should be prepared to be active members of the Outreach Board.

Awarding of Grants

All checks will be prepared and sent directly from the St. Philip's Treasurer to the appropriate recipient. If desired, a ceremonial awarding of grants/funds may be made in person utilizing a photo-op board designed to resemble a check from St. Philip's. The board can be completed with dry-erase marker for each event as needed. This is for publicity purposes only.

Grant Reporting

All internal and external grantees will be required to submit a report outlining results of the program and measurable outcomes before submitting another grant application. A final program budget detailing the use of St. Philip's funds should be included with the narrative report. St. Philip's desires to work with grantees to develop successful programs. An Outreach Board member will be assigned as liaison to each grantee who was awarded over \$1000. The liaison should follow up with the grantee concerning the use of funds after four months. If a grantee completes a mid-year formative evaluation and recognizes the need to change program components and strategies, or if the grantee needs assistance to complete the program, they are asked to contact the Outreach Board liaison.

