



## THE EPISCOPAL DIOCESE OF MISSOURI

1210 Locust Street | St. Louis, MO 63103 | 314-231-1220 | [diocesemo.org](http://diocesemo.org)

March 13, 2025

Dear Clergy and Wardens:

Enclosed you will find the 2025 grant application form for the Church Assistance Endowment Grant Program. Forty-five years ago, \$205,000 was allocated by the Venture in Mission Steering Committee to establish the Church Assistance Endowment Fund. The fund balance is now over \$1,071,000 and the Trustees of the Corporation of the Episcopal Diocese of Missouri (COEDMO), who manage this program, use a formula that has allocated \$50,600 for 2025 grants.

The purpose of these grants is to provide financial assistance to congregations for capital maintenance and/or repairs. This financial resource has assisted our congregations with costly and sometimes unexpected projects such as roof repairs/replacements, sewer repairs, and tuck-pointing. It has enabled other projects such as painting, refurbishing parish halls, or providing handicap accessibility. Over its forty-five-year history, this fund has awarded \$1,340,664.

If your congregation wishes to apply for a grant in 2025, please complete the enclosed application. The Trustees of COEDMO will review applications received by the deadline and make awards based on fulfilling the enclosed guidelines. Grants generally require matching funds and are limited to a maximum of \$10,000. **A congregation may not receive more than two grants over four consecutive years from this program. Therefore, Advent/Crestwood, St. Martin's/Ellisville, St. Barnabas/Florissant, Trinity/Hannibal, Trinity/Kirkville, St. John's/St. Louis, Trinity/St. Louis, and St. John & St. James/Sullivan are not eligible to receive a grant in 2025.**

Please e-mail your application in PDF form to [desiree@diocesemo.org](mailto:desiree@diocesemo.org) by April 29, 2025. **IMPORTANT: The application must be sent as one PDF File. E-mails with multiple attachments will not be accepted.** Alternatively, you may submit a hard copy ( **unbound and copy ready – single sided and no staples or paperclips**) of your completed application to: Church Assistance Endowment Fund, Episcopal Diocese of Missouri, 1210 Locust Street, 3<sup>rd</sup> Floor, Saint Louis, MO 63103. The hard copy must be received by the deadline date of April 29. The deadline is a hard date and no extensions will be allowed. Announcement of grants awarded will be made following the June meeting of COEDMO.

Please contact me with questions or assistance in completing this application.

Sincerely,

Ms. Desiree Brattin  
Canon for Finance & Administration



# THE EPISCOPAL DIOCESE OF MISSOURI

## CHURCH ASSISTANCE ENDOWMENT FUND GRANTS 2025

The Trustees of the Corporation of the Episcopal Diocese of Missouri administer the Church Assistance Endowment Fund and its related grant program.

1. A congregation may apply for a grant, of up to \$10,000, to be used for capital improvements and/or repairs.
2. A congregation may not receive more than two grants over four consecutive years from this Fund.
3. Grants will be awarded based on a completed application. Such application, among other things, will outline the need for the project, its purpose, what sources of funds the congregation will use to ensure funds cover the entire cost of the project, and a plan for upkeep.
4. Priority will be given to health, safety, and accessibility and these areas should be addressed in the cover letter of the application when appropriate.
5. Should the requests total more than the available funds, priority may be given to parishes that have a greater need.
6. Grant recipients must complete the project within eighteen months from the date of award or forfeit the grant. A forfeited grant recipient may reapply the following year.
7. Parishes shall submit a progress report nine months after receipt of the grant.
8. A request for a project that has already received a grant cannot be submitted again.
9. A request cannot be made for a project that has already been completed.
10. Funds that are not granted will carry over to the next year.

### **STANDARDS for GRANTS**

Congregations applying for a grant must:

- A. Have the ability to generate matching funds for the project. Exceptions may be considered on the basis of need.
- B. Explain the proposed project with documentation to support the cost of the project.
- C. Submit certification that the congregation's accounts have been audited in accordance with National (Title 1, Canon 7, Sec.1 (f)) and Diocesan Canons (Canon 4.8, Sec.1).  
[Guidelines for auditing are available from the Offices of the Bishop.]

*(A copy of your 2023 audit/financial review and accompanying financial statements must be attached to your application in order for your application to be considered as complete. A 2024 audit will need to be filed with the Offices of the Bishop prior to the release of funds.)*

- D. Attach a copy of the current Parochial Report.

*(A copy of your 2024 Parochial Report must be included with your application in order for your application to be considered as complete.)*

- E. Have paid in full their 2024 assessment commitment and/or present a plan to achieve full payment of their assessment.

**APPLICATION TO THE CORPORATION OF THE  
EPISCOPAL DIOCESE OF MISSOURI  
for  
CHURCH ASSISTANCE ENDOWMENT GRANT – 2025**

**Deadline for Receipt: April 29, 2025**

Congregation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Applications must be completed in full with appropriate attachments to be considered.**

1. Amount of Grant Requested (\$10,000 Maximum)      \$ \_\_\_\_\_

2. Total Needed for Project      \$ \_\_\_\_\_

3. Balance from other sources (#1 + #3 = #2)      \$ \_\_\_\_\_

A. Source and amount of matching funds

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total A: \$ \_\_\_\_\_ (total must equal grant requested)

B. Source and amount of other funds needed (Items A & B must equal #3)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total B: \$ \_\_\_\_\_ (total of A and B must equal #3 above)

4. Project Title: \_\_\_\_\_

5. Attachments Required:

A. Detailed description and drawing, if available and appropriate.

B. List of bids (or estimates) received.

C. Outline of actions your congregation will take to ensure sufficient funds will be available to pay for future maintenance and repair costs.

D. Most recent financial report of your congregation.

E. Maintenance plan for major repairs.

F. Photographs of project needs, if available.

G. Outline of plans to achieve full payment of assessment, if applicable.

H. The 2023 or 2024 Audit/Financial Review and accompanying financial statements (A 2024 will be required prior to disbursement of funds if your grant request is approved.)

I. The 2024 Parochial Report.

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_