



# The Anglican Relief and Development Fund

*2013 Grant Application*

Dear Potential Implementer,

*Greetings in the name of our Lord Jesus Christ!*

The Anglican Relief and Development Fund (ARDF) is a partnership of orthodox Anglicans around the world. Our mission is to maximize life change in some of the most challenging parts of the world. To do this, we look for projects with experienced, indigenous implementers from orthodox Anglican parishes, dioceses, and affiliated organizations located in Africa, Asia, Latin America, and the Middle East.

Attached is an initial application. If you believe you have a qualified project, please complete this application and mail, or e-mail, it to:

Nancy Norton  
Executive Director  
Anglican Relief and Development Fund  
800 Maplewood Ave.  
Ambridge, PA 15003  
724-251-6045

nancy@anglicanaid.net

Upon receipt of your application it will be reviewed by ARDF and, if it meets our funding criteria, will be forwarded to one of our research review partners for further evaluation. A researcher from the partner will be in touch with you for additional information. Please know that funding decisions will take between 9 and 12 months. Depending on availability of funding, decisions may take longer.

Our website, [www.anglicanaid.net](http://www.anglicanaid.net), has additional information and descriptions of current projects to give you an idea of the types of projects we fund. This application form is also on the website and can be downloaded and submitted via email.

Thank you for your interest in the Anglican Relief and Development Fund. We pray God's blessing will be upon you today and always.

Faithfully,

Canon Nancy Norton  
Executive Director  
The Anglican Relief and Development Fund

# INITIAL APPLICATION (If possible, please limit your answers to 3-5 pages.)

## General Project Criteria

1. *The project must be approved and recommended by the Provincial Anglican Archbishop.*
2. *The implementer must be a local, orthodox Anglican parish, diocese, or closely affiliated Anglican organization. Exceptions would be considered if no Anglican organization is involved in the type of work contained in the project.*
3. *The project must have an evangelism element. This is usually satisfied by having an orthodox Anglican implementer, or the evangelism element can be part of a greater program being implemented.*
4. *The project must not be a start-up project, but rather a continuation, scale-up, or expansion of a successful, existing project with proven, measurable results. Exceptions must demonstrate accessibility of existing expertise outside the organization.*
5. *The project must demonstrate the vested interest of a local community in the project: how the community will be impacted by the project, what the community is contributing to the project, how the community will be involved in sustaining the project after the implementation period.*
6. *The project must demonstrate sustainability well after the project implementation period is over.*
7. *The project must demonstrate a connection between the need, how the project addresses the need, and measurable life change as a result of the project implementation.*
8. *The project must be accompanied by a reasonable, thoughtful budget and financial information.*

## 1. Provincial Anglican Archbishop Recommendation

We require that all projects be accompanied with a letter from the Provincial Anglican Archbishop, on Provincial letterhead, addressing the following points:

- a. The Archbishop supports the project.
- b. The project falls within the scope of the Archbishop's plan and strategy for the Province.
- c. The project is good for the local church and the local community.
- d. If the project is funded by ARDF, funds received from ARDF will be used for the intended purpose outlined in the project.

## 2. Organization and Contact Persons

- a. **Proposal Contact:** Enter the name and contact information for the person who is writing this proposal, and the name and contact information of an alternate contact person. Include the address, phone number, cell phone number, and e-mail address. The primary contact person must be able to respond in a timely manner to inquiries from ARDF's research partner.
- b. **Primary Project Contact:** Enter the name and contact information for the employee from the Implementing Organization who will be personally responsible for managing the project (if different from above).
- c. **Full Name of Implementing Organization and Address**
- d. **Referred by:** Enter the name and contact information for the person who referred you to the Anglican Relief and Development Fund.
- e. **References:** Enter the name and contact information for 2-3 professionals who can serve as an independent reference for your organization and its leadership. These must be people who have seen the organization's impact but who do not have any direct link to the organization (such as staff, board member, consultant, etc.). Where independent references are difficult to find, disclose the relationship with the project and/or implementer.
- f. **Region, state, country, Anglican diocese, and Anglican province of the people being impacted by the project.**

## 3. Project Summary and Program Scope

Give a short description of the project and its methodology. If the project is part of a larger program, describe the program and how the project fits into it.

## 4. Critical needs to be met by the project:

The two critical elements required by ARDF of all projects are 1. expansion of the Kingdom of God through the proclamation of the Gospel, and 2. evidence of change in the daily lives of project beneficiaries. Describe the way the Gospel will be evangelized in the scope of the greater program. Describe the beneficiary group. Describe the development need, how many will benefit from this project, and how the proposed project will meet the need. Use indicators that show the needs and problems of your beneficiary population in an objective manner,

i.e. spiritual needs, literacy needs, food and clothing, clean water, etc. Name the location (town, city, state) where the project will be implemented and explain why this particular location is a critical area of need for this project.

5. Past Track Record

Have you and/or your organization done this type of project before? If yes, what were the measurable results? How many people were directly impacted and how were they impacted? The results from that previous project provide a reference for estimating the results of this project.

6. Project Leadership and Experience

- a. Who is leading the project and what previous experience does he/she have to ensure its success? Knowing that an organization or its project leaders have successfully done similar work in the past gives assurance that the current project will succeed.
- b. What are your plans if the project leader is unable to lead the project for whatever reason?

7. Steps Taken to Solve the Need (Project Details)

Describe how the proposed project works, linking it to a reduction of the needs described above. How does this project solve the problem? What is its methodology? If it is part of a larger program, how does it fit into that larger program? In the event there is a significant capital investment such as a vehicle or building, specify how it contributes specifically to responding to the need and provide an alternative solution in case it cannot be funded.

8. Community Involvement

Describe how the local community will support the project and be involved with the implementation, and the way in which the community is vested in the project's long-term viability.

9. Results and Evaluation:

Describe each of the ways that this project will directly bring a positive change in peoples' lives in 12 months and over the longer term. Please use measurable life change indicators (i.e. spiritual, economic, health etc.) to show the direct impact of the project activities on:

- a. The number of people who will be impacted
- b. The visible proof that positive change has occurred (measurable life change indicators; changes in behaviors)
- c. The depth of the impact

10. Budget and Cost of Project

- a. **Total Project Cost:** What is the total cost of the project? If it is part of a larger program, what is the total cost of the program? Describe the general budget categories for each.
- b. **Amount requested from ARDF:** How much is ARDF being asked to contribute toward the total project cost and what budget items does it include? List specific budget categories. The normal grant amount for ARDF projects is between \$30,000 - \$65,000.
- c. **Sources of Funding:** Are other donors or your own organization financially contributing to this project? Who are they and how much are they contributing?
- d. **Community Contribution:** Describe the community's contribution to this project. Is it financial, donated labor, donated materials, other support?

11. Financial Sustainability

How will you pay for ongoing program costs once funding through ARDF ends? Since the vast majority of our grants are for one year only, sustainability is a critical issue to ensure that no dependence is created.

12. Financial Statements:

What is your current annual budget, including your sources and uses of funding? Will you be able to provide your organization's financial statements for the past 3 years? If not, please explain. Inability to provide these documents will not necessarily disqualify a proposal as long as the reason is understood and found to be acceptable. However, in the event of funding approval, plans must be made to correct the specific situation that justified the exception.

13. Other Sources of Funds being considered:

Are you applying for funding elsewhere? If so, please inform us if, after submitting this proposal, you have received funding for part or for the totality of the project from other sources. If there are remaining items to be funded please specify them.

14. Partners:

Describe the way your organization has collaborated with other organizations to provide services or share ideas for this project. List any organizations or partners participating in the project with a brief outline of their role in the project and relationship to your organization. State what your organization's role is in the partnership (for example, is your organization leading the project or supporting it?).

15. Motivating Scripture Verse:

Please share with us the Scripture verse that motivates you in your work.

Next Steps

Once you have submitted this initial application to ARDF, we will review it. If it fits with our current funding criteria we will forward it to one of our research partners. A researcher will review it to ensure there is sufficient information to make an initial, objective assessment, and then contact you.

Once questions are adequately answered, a detailed proposal will be written by our research partner and submitted to the ARDF Board of Trustees who will decide whether it is approved for funding. If it is approved by the Trustees, it will be shown to potential donors. **A word of caution: because ARDF distributes funds as they are received, we cannot guarantee the funding of any approved project.** We will notify you if/when adequate funds have been received. The entire process typically takes between 9 and 12 months.

BOARD OF TRUSTEES

Fifteen trustees represent Anglican groups from all over the world. The officers of ARDF and those entrusted with project decision-making authority are:

Baroness Caroline Cox  
*Honorary Chair, Anglican Relief and Development Fund*

The Most Rev. Robert W. Duncan, D.D.  
*President, Anglican Relief and Development Fund*  
*Archbishop of the Anglican Church in North America and Anglican Bishop of Pittsburgh*

Mr. William Edward Deiss  
*Chairman, Anglican Relief and Development Fund*

The Most Rev. Dr. Mouneer Anis  
*Bishop of the Episcopal/Anglican Diocese of Egypt with North Africa and the Horn of Africa*  
*President Bishop of The Episcopal/Anglican Province of Jerusalem and the Middle East*

The Most Rev. Bolly Lapok  
*Archbishop elect of the Church of the Anglican Province of South East Asia and Bishop of Kuching*

The Most Rev. Hector Zavala  
*Presiding Bishop of the Southern Cone and Bishop of Chile*

The Most Rev. Henri Kahwa Isingoma  
*Archbishop of the Province de L'Eglise Anglicane Du Congo and Bishop of Kinshasa*

*The Most Rev. Daniel Deng Bul Yak*  
*Archbishop of the Episcopal Church of Sudan and Bishop of Juba*