

PROTOCOLS FOR 2004-05 GRANTS MADE BY THE SEMINARY CONSULTATION ON MISSION (SCOM)

Purpose

The Seminary Consultation on Mission (SCOM) is a collaborative venture, formed under the auspices of the Council of Episcopal Seminary Deans, Inc., to strengthen the educational resources for national and international mission in the accredited seminaries of the Episcopal Church. The Consultation is funded largely through a Venture in Mission (VIM) Trust Fund. The purpose of that fund is to develop and deepen a global perspective in seminary life and curriculum and thereby help rejuvenate and extend effective commitment to mission, both foreign and domestic, throughout the Church. The income from the fund will be used to assist projects that fulfill that purpose.

Call for Proposals

On behalf of the Council of Seminary Deans, SCOM invites proposals for grants for projects planned for the period **1 January 2004 through 31 August 2005**. Successful proposals will be for projects that carry out the purposes of the VIM Trust Fund, as described above, through involving students and/or faculty in cross-cultural contacts and experiences, either away from or in the seminaries.

Eligibility

Eligibility to initiate a project is open to individual students and groups of students who will return to seminary after completion of the project and to faculty members of accredited seminaries of the Episcopal Church. The aim of the grants is not only to facilitate cross-cultural experiences, but also to ensure that such experiences are planned and carried out in ways that have an effect on seminary life and education. Faculty applications will be considered first on the grounds that the faculty have longer tenure in the institution and can have a greater effect on its life and education. Members of the grants screening committee are not eligible to receive grants themselves while serving on the committee.

Funding Level

There is no minimum grant amount, but no single grant will exceed \$5,000, and all proposals will be reviewed for budget as well as program. Grants are not to be used to replace salary or scholarship aid.

Application Procedures

Individual or group applicants must submit to the Chair of the SCOM Grants Screening Committee a proposal outlining the project in reasonable detail, describing the impact it will have on the life and curriculum of the sponsoring seminary, and setting forth the budget for the project, including all other sources of funding. The proposal must be accompanied by a letter of endorsement from the dean and faculty of the sponsoring seminary indicating their investment in and approval of the intended impact on the seminary. In cases where two institutions are applying either for a single grant or for parallel grants that are really one grant, the application must have the support of both institutions and a letter of endorsement from the dean and faculty of both institutions.

Send all grant proposals to the Chair of the SCOM Grants Screening Committee, who is:
 The Very Rev'd Dr. Titus Presler
 Episcopal Theological Seminary of the Southwest
 P. O. Box 2247, Austin, TX 78768-2247

Deadline

Applications for grants to be used between 1 January 2004 and 31 August 2005 must be received by Dean Presler at the above address no later than **15 November 2003**. The grants committee will make its decision by 15 December 2003. Late applications will not be accepted.

Additional Guidelines

- 1) Programs/projects should be of sufficient length, preferably at least three weeks, to allow for adequate cross-cultural experience.
- 2) Grants for language study may be made, but only if clear involvement with the local church is planned.
- 3) Funding will not be approved for any one person or group for more than two consecutive years for the same project, because SCOM's purpose is to initiate projects. Requests for funds to continue a program past the initial phase are generally not considered.
- 4) Grants are not to be used to bring international students to the seminaries. It is the responsibility of institutions to fund international students from their individual budgets.
- 5) SCOM grants are not usually made for the purpose of earning significant credits toward a degree granted by an institution other than the student's own Episcopal seminary.
- 6) Grants are not available to students or faculty members who have simply been asked to give a lecture, lead a workshop, attend a conference, etc., in an overseas diocese.

Administration

The Council of Episcopal Seminary Deans will appoint a four-member grants screening committee to include one dean, who serves as a chair of the grants screening committee, and three SCOM members. The Chair of the SCOM Grants Screening Committee will see that the committee confers for consideration of proposals either in person or by conference call. This committee will decide which awards to make and will communicate its decisions to the Convenor of the Council of Episcopal Seminary Deans, who will then authorize payments from the VIM Trust Fund. The screening committee may choose to make no award in any given year. Members of the grants screening committee are not eligible to vote on applications from their own schools. The Council of Episcopal Seminary Deans is responsible for publicizing the grants, and questions may be directed to its convenor. Changes in policy and emphasis each year shall be initiated by SCOM and approved by the Council of Episcopal Seminary Deans. The costs of publicity and the work of the screening committee will be borne by the Council of Episcopal Seminary Deans, the income from the VIM Trust Fund being used solely for projects designed in accord with that fund's purpose.

Reporting

Project Report: Grant recipients will submit reports within two months of completion of the funded project. The report will include a narrative of the project itself and the effect of the experience on their seminary. Reports should be submitted to the sponsoring dean, with a copy to the seminary's SCOM representative. The sponsoring dean is responsible for forwarding the project report to the Convenor of the Council of Episcopal Seminary Deans. The seminary's SCOM representative is responsible for taking the report to the next meeting of the consultation for discussion.

Financial Report: A financial accounting, with supporting documentation on how the grant funds were expended, is required and is due two months after the completion of the project. This report must be submitted to the Treasurer of the Domestic and Foreign Mission Society, with a copy to the sponsoring dean. The sponsoring dean is responsible for forwarding the financial report to the Convenor of the Council of Episcopal Seminary Deans. Unused funds must be returned to the Domestic and Foreign Mission Society with the financial report. No new grants will be made to a seminary until outstanding reports on previous grant projects have been received by the Convenor of the Council of Episcopal Seminary Deans, who is:

Dr. Donn Morgan
Church Divinity School of the Pacific
2451 Ridge Road, Berkeley, CA 94709-1217

Checklists

Applicants: Checklist for Application

- _____ Proposal
- _____ Budget
- _____ Letter of endorsement by dean and faculty

Applicants: Checklist for Reports

- _____ Note date project was completed
- _____ Note report due date is two months from project completion date
- _____ Project report to dean with copy to SCOM representative
- _____ Financial report to treasurer of DFMS with copy to dean
- _____ Return unused funds to treasurer of DFMS

Deans: Checklist for Proposals

- _____ Present proposals to faculty for endorsement of the project's effect on seminary
- _____ Provide applicant a letter of endorsement before November 15, 2003, addressed to Titus Presler

Deans and SCOM Reps: Checklist for Reports

- _____ Dean sends copy of project report and financial report to Donn Morgan.
- _____ SCOM Rep takes project reports to the next SCOM meeting for discussion.