

June 2002

To: 2003 Riefler Fund Applicants

From: Rev. G. Stanford Bratton

RE: Riefler Fund Application Requirements

Dear Riefler Fund Applicant:

We are pleased to provide you with an application form and guidelines for applying for a 2002 Riefler Fund Grant. The Riefler Enablement Fund was established by the Buffalo Area Council of Churches in 1988 through the generous bequest of Mr. and Mrs Raymond Riefler. On January 1, 1999 the Council of Churches and Buffalo Area Metropolitan Ministries united to form the Network of Religious Communities. The Riefler Enablement Fund continues as a program of the Network.

In each successive year the Network has been able to provide grants to Buffalo Area Congregations and ecumenical/interreligious organizations totaling between \$25,000.00 and \$35,000.00 per year. The total amount distributed each year is determined by the income from the invested principle.

In preparing for 2003 Riefler Fund Application please keep the following in mind:

1. **The deadline for receiving applications at the office of the Network of Religious Communities is 2:00 P.M. Friday August 23, 2002.** Applications received after that time and date will not be considered for grants in 2003. No exceptions will be made.
2. Applications from local congregations, groups of congregations, ecumenical and or interreligious organizations or projects sponsored by the above are encouraged. Applications from individuals and those from community groups without an official relationship with a congregation or a group of congregations will not be considered.
3. Please use the official form for submitting your application. You may use a computer to generate pages 2-4, but **you must use page 1. as provided, for the cover page.** You may attach up to (2) two additional pages to answer questions and provide a budget. Failure to follow these instructions may disqualify your application.
4. It is important that you **answer all questions.** Providing a budget as requested in question 17. is required in all circumstances. Identifying additional resources as requested in question 14. is very important.
5. Please pay careful attention to questions 8., 9., 10. and 13. since these questions have the highest value in our scoring process.

The 2003 Riefler Fund Grants will be available beginning in January 2003. Recipients of the 2003 awards will be notified in December 2002. They will receive further instructions at that time.

Your application will be read by persons like yourself who are actively involved in the life and work of a local congregations in the Buffalo Area. They read the proposals and score them using a form developed by the Networkwork. The committee's recommendations are forwarded to the Board of Governors of the Network of Religious Communities for approval and then to the Trustees of the Riefler Estate for a legal review.

RIEFLER MINISTRY ENABLEMENT FUND

OFFICIAL REQUEST FORM: Mr. & Mrs. Raymond J. Riefler Memorial Ministry Enablement Fund

Please use this form for submitting your proposal to the fund. You may attach up to two (2) additional 8 1/2 X 11 sheets to answer questions 1-16. All questions must be answered and should be typed.

PROPOSALS MUST BE RECEIVED NETWORK OFFICE BY 2:00 P.M. Friday August 23, 2002.

1. Title of Proposal: _____

2. Congregation/Organization submitting proposal: _____

3. Brief description and location of Congregation/Organization submitting proposal.
(If an organization, please describe relationship to local congregation(s)).

4. Amount Requested? _____

5. Name, address and phone number of official contact person.

NAME: _____

ADDRESS: _____

PHONE: _____

6. If your ministry is funded do you agree to submit a report to the Network of Religious Communities nine months after receiving the money? _____ Yes _____ No

7. Signed: _____ Position: _____

Date: _____

DO NOT WRITE BELOW THIS LINE

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DATE RECEIVED: _____ Ranking: _____

RECEIVED BY: _____ Amount: _____

Comments:

RIEFLER MINISTRY ENABLEMENT FUND

8. Briefly describe the ministry you propose.

9. Identify the needs to be met by the ministry you propose.

10. What are your goals and objectives? What methods will you use to achieve your goals and objectives?

11. How will the success of the ministry be measured? Who will evaluate the ministry?

12. Are persons from the community being ministered to be involved in the planning, decision making and evaluation of the ministry? If so how?

RIEFLER MINISTRY ENABLEMENT FUND

13. Which of the six purposes of the Ministry Enablement Fund does your proposed ministry address? (Please refer to the description of the fund)

14. Please identify all resources that are now available or are being sought to support the ministry. (In addition to finances please identify volunteer time, staff time given by other organizations, supplies, and use of facilities.)

15. Is there anything else you would like us to know about your proposed ministry?

16. Would you be willing to accept less than the amount you requested if funds are limited?
_____Yes _____No.

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17. What is your proposed income and expense budget for the first (or next) year of the ministry? If the ministry is to continue after one year please describe how the ministry will be supported. If the ministry is currently ongoing please attach your most recent financial report.