

## PARTNERSHIP GUIDELINES



Episcopal Relief & Development works with the worldwide church to save lives and strengthen communities.

### Who can receive funding?

Episcopal Relief & Development works with Anglican and Episcopal Churches at the provincial, country, or diocesan level. In locations where the Anglican and Episcopal Church are not present, Episcopal Relief & Development may also support ecumenical or other community-based partners.

All requests for funding must be submitted to Episcopal Relief & Development by diocesan and regional leadership as part of a regional submission. Village or parish level projects are not funded separately.

### What are the areas of funding?

We work with partners in the following areas:

<b>Alleviating Hunger and Improving Food Supply</b>	<b>Promoting Health and Fighting Disease</b>
Increase access to sustainable sources of food; improve the quality of food production; upgrade technology in areas of agriculture and livestock management.	Enhance nutrition; support maternal and child health; improve access to adequate water supplies; prevent and treat illness; establish community-based health care delivery systems; train and equip health workers.
<b>Creating Economic Opportunities and Strengthening Communities</b>	<b>Responding to Disasters and Rebuilding Communities</b>
Increase income through micro-enterprise and skill development; improve access to markets in areas prone to disaster; establish disaster preparation strategies and resources.	Rebuild communities after disasters, including livelihood recovery, community structures, water systems, schools, houses and systems of self-governance; address issues of sustainable peace in post conflict situations.

### How do I apply?

The Episcopal Relief & Development project funding cycle starts at the beginning of each calendar year. Partnership opportunities are put in place for a three (3) to five (5) year cycle, with budgets and activity plans drawn up annually.

1. Contact your Episcopal Relief & Development staff liaison. The liaison will guide a program partner through a process of dialogue, prioritization and identification of resources, challenges and opportunities in the areas of need.
2. Annual activity plans follow the planning period and dialogue, with written proposals ideally drafted in June and July and budget drafts submitted in August.
3. The Episcopal Relief & Development Board meets in October/November to designate the funds available to the development priorities clarified by our church partners.
4. Final agreements are written into memoranda of understanding in December.

It usually takes about six months of planning to finalize an Episcopal Relief & Development partnership. Once partnerships are finalized however, the cycle becomes quite fluid and flexible through constant conversation and exchange over the three-to five- year period.

### Who should I talk to at Episcopal Relief & Development to get started?

On the back of this brochure is a list of the current program partner staff, and the regions that they support. Please email us and refer to your regional contact for assistance.

### What is the maximum amount of funding from Episcopal Relief & Development?

New partners working proactively to alleviate hunger and prevent disease should expect to begin with

funding levels between \$10,000 - \$50,000. Depending on funds availability, financing can increase after the first year, and the average program budget is around \$150,000 - \$250,000.

## **Does Episcopal Relief & Development help partners to build capacity to plan and manage such programs?**

Episcopal Relief & Development holds capacity building for its partners as one of its core institutional values. Funding can be solicited to help partners achieve goals laid out in the four areas described earlier. Budget items can assist in the following:

- Program assessment and planning support
- Staff training
- Necessary institutional support (computers, communication equipment, etc. necessary for the accomplishment of the activities)
- Reasonable salaries for those directly engaged in carrying out the activities (with cost shares for other funders, and the local institution)
- Workshops to enhance technical knowledge in a relevant area and to participate in peer learning
- Exchange visits for partners with other communities engaged in similar work
- Regional partner gatherings every two to three years



## **Does Episcopal Relief & Development provide any technical assistance?**

Our staff help partners in their programs with resource mapping, participatory planning, training, monitoring and evaluation, and other technical aspects of their work. Staff advise local program managers on the general work but do not provide technical assistance directly to projects. For specific assistance partners are encouraged to hire local talent in country. Episcopal Relief & Development does help identify sources of technical expertise as needed.

## **What is considered an emergency?**

An emergency is any situation in which there is an acute disruption of a community's security and safety. Emergencies can be caused by natural disasters, civil strife, or other catastrophic events. In places where Episcopal Relief & Development already has active partnerships, staff are usually in contact with diocesan or provincial leaders as soon as possible after a disaster to determine ways in which the local church can respond effectively. In areas where Episcopal Relief & Development may not have an active relationship, regional program staff will also contact (or be contacted by) the local diocese in order to support the emergency response.

## **How do I access emergency funding?**

Based on need, initial emergency grants of up to \$25,000 are wired immediately, with additional funds made available as the scope of the disaster is determined. We also work with our partners to develop strategies and funding for the long term recovery.

*Episcopal Relief & Development is the international relief and development agency of the Episcopal Church of the United States. As an independent 501 © (3) organization, Episcopal Relief & Development takes its mandate from Jesus' words found in Mathew 25. Its programs work towards achieving the Millennium Development Goals. Together with the worldwide Church and ecumenical partners, Episcopal Relief & Development rebuilds after disasters and empowers people by offering lasting solutions that fight poverty, hunger and disease, including malaria and HIV/AIDS.*

## **Program Staff Contacts:**

[program@er-d.org](mailto:program@er-d.org)

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Abigail Nelson, Senior Vice President for Program  
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 **Episcopal  
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Healing a hurting world

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