Please email your completed application and any supporting materials to Legacy@neym.org

DO NOT MAIL to the NEYM Offices. We cannot process paper applications.

**Witness & Ministry in the time of COVID-19:** Applications are not required to be related to COVID, however we will pay particular attention to those that do address ministry or witness that have risen related to the pandemic. *What do meetings need at this time?  What ministry or witness may be rising in response to the pandemic? How is the pandemic affecting your ministry?*

The Legacy Gift Committee especially encourages applications from individuals from Monthly Meetings who have never applied for a grant before. Please see our statement on [Repeat Funding](https://neym.org/legacy-gift/legacy-grants-apply-now).

The newlyl available funds in each cycle are approximately $32,000, and the Committee hopes to support multiple applicants. Past Witness and Ministry Fund grants have ranged from $2,500 to 10,000. The review process includes: Co-clerks acknowledge receipt of the application, Legacy committee reviews all requests and assigns review teams to meet with the applicant (in person or over Zoom), review teams make recommendations to committee, and funding decisions are made (usually within about 1 1/2 months after the application deadline).

**Requirements:** Applicants should clearly describe a spiritual calling or leading that is endorsed by a support committee that has **met regularly with the applicant** and will have a **continuing role** in providing spiritual and financial oversight for their witness or ministry. Some applicants may have an already established track record as Quaker elders or ministers, and others may be newly responding to a call or in other types of Friends service and witness.

Applicants must have a letter of endorsement from their monthly or quarterly meeting or a NEYM standing committee, and the meeting or committee must provide **ongoing** financial as well as spiritual oversight of the witness or ministry (see above).

**Repeat Funding:** Grantees must submit a final report before applying for another Legacy Grant.

1. **Name of Applicant:**

Address:

Phone: Email:

1. **Support or Oversight Committee:** Please attach a list of the names and roles of your committee including monthly meeting membership, email address and phone number for each member.
2. **Minute of Support** **and/or Endorsement:** Please include a minute and/or letter(s) of support from the monthly or quarterly meeting or NEYM committee that will have oversight and care of your proposed witness or ministry.
3. **Summary of your witness or ministry or project** (150 words).
4. **Amount of request from Legacy Funds: Total budget:**

If this grant is approved, what entity will receive and hold this money? Where should we send the grant payment? NOTE: Legacy cannot issue direct payment to individuals. Grant funds must be overseen by a monthly or quarterly meeting, NEYM committee, or Quaker non-profit organization. *Contact Legacy if you have questions.*

1. **Project Narrative** (2 pages maximum): Please describe your witness or ministry. Try to avoid "Quakerspeak" or jargon that may not be widely understood. Your narrative should offer the reader an idea of specific objectives or outcomes hoped for as a result of your proposed witness or ministry.
2. **Budget:** Please attach an itemized budget for how this money will be spent. Will you be receiving money from other funding sources for this project? If so, describe. (sample budget form below).
3. Is there anything else you would like the Legacy Gift Committee to know?
4. Please include a **brief summary of your project suitable for publication:** Here are two examples:
* **Peter Blood-Patterson, Mt. Toby Monthly Meeting:** to release Peter to create a series of Quaker adult education courses for use by monthly meetings that will help orient new attenders to Quaker faith and practice, deepen the spiritual life of meetings, and prepare meeting communities to recognize and respond to God’s call to prophetic witness. Grant: $7,000.
* **Ralph Greene, China Monthly Meeting and Winkenpaugh Friends Fellowship:** to provide transportation so that Ralph Greene, recorded minister, can continue to carry out his ministry in rural Maine. Grant: $3,500.

For other examples, please see the grant announcements on neym.org/legacy-gift.

Grant recipients will be required to submit annual reports on the progress of funded projects for the duration of the funding period, and a final report when the project is completed. Any changes to funded projects or ministry that result in a major change in the budget require approval of the meeting or committee with oversight *and* the Legacy Committee. **Grantees must submit a final report before applying for another Legacy Grant.**

**Sample Budget Form** (*This is a guideline.* We suggest that you use Excel or similar spreadsheet application).

|  |  |
| --- | --- |
| **INCOME** |  |
| Legacy Gift Request |  |
| Other Sources of income for your project[[1]](#footnote-1) (list separately) |  |
|  |  |
| **Total Income** | $ |
|  |  |
| **EXPENSES** |  |
| Professional or Consulting Fees[[2]](#footnote-2)  |  |
| Travel  |  |
| Food & Lodging  |  |
| Conference or workshop fees  |  |
| Materials & Supplies |  |
| Released Ministry time (# of hrs. X rate)3 |  |
| **Total Expenses**  | $ |

These examples are meant as a guide. Legacy grants are not intended to cover ongoing expenses typically included in operating budgets. Please contact the co-clerks if you have questions about preparing your budget.

1. Please list all other sources of project income and note if they are committed, pending or will be applied for. [↑](#footnote-ref-1)
2. Outside expert needed to carry out the project.

3 Please consider what funds you will need to beable to carry out your ministry, rather than standard professional rates. [↑](#footnote-ref-2)