

# Congregational Development Grant Customary

In order to help our grant recipients have the most productive experience, the CDC has put together a customary to help you in several areas. This will hopefully create a smooth process for everyone and assist you in having a wonderful event!

## **Timeline:**

This process may take more than two months to receive the green light and then to begin to publicize your event.

- Once your application has been received by the CDC, it must be presented and discussed at their monthly meeting (currently the first Tuesday of each month, although they do not meet in July)
- If changes are suggested and questions need to be answered, it may be turned back to the parish for these changes and/or answers. The proposal then comes *back* to the CDC the following month.
- Once it is determined to be in order, it will be recommended by the CDC to Diocesan Council, for their final approval. (they meet on the third Wednesday of each month.)

## **Marketing and Publicity:**

- The Diocesan staff will promote your event in the eNews mailing, on the Diocesan website and on the Diocesan facebook page.
- This means that you must provide a press release, graphics and a flyer to the Diocese. We would need at least 6 weeks to 2 months lead time for these to arrive in our office. Send to: [Maryann@episcopalri.org](mailto:Maryann@episcopalri.org)
- You would also use these same documents to take advantage of advertising in your local newspaper and post flyers locally and so on.
- Contact Dave Seifert at the Diocese so that he can be in the loop for a story for eRisen. Contact Dave at: [Dave@episcopalri.org](mailto:Dave@episcopalri.org)

## **Eventbrite:**

Eventbrite is a tool that can be used if you would like. It can:

- Auto register attendees
  - Give you an attendance list to use at the door
  - Give you a list of emails of your attendees
- Generate nametags
- Generate a follow-up survey that can be sent to all attendees.
- Eventbrite does carry a fee of approximately 3%, which needs to be built into your plan
- Assist with dietary needs (allergies, gluten-free, vegan etc.) if you are organizing a meal

Contact Mary Ann for assistance in setting up an Eventbrite: [Maryann@episcopalri.org](mailto:Maryann@episcopalri.org)

### **Hospitality:**

- You are responsible for providing all refreshments
- You may choose to use Eventbrite to assist with assessing food option information, but it is your responsibility to place the order for box lunches, catering etc.

### **AV Equipment:**

- You may borrow AV equipment from the Diocese, such as a portable screen, projector and lavalier set
- All AV equipment must be picked up and dropped off during office hours at the diocese

### **Additional Fees**

- Don't forget to budget for additional fees that would be unique to a church. For example:
  - Sexton fee (opening of the space, setting up tables and chairs etc.)
  - Speaker fee
  - Fee to use the space, ie. the kitchen, church hall, breakout spaces such as classrooms. Check with the church where the event is being held to determine what fees, if any, are appropriate for your event.

### **Money:**

- No money will be released until AFTER the approval has been received for the grant by Diocesan Council
- All bills must be given to the Diocese
  - An invoice can be paid directly by Joan DeCelles at the Diocese Offices
  - If you wish to be reimbursed for bills you have already paid, you must provide proper invoices to Joan to be submitted up to one month after your event.
  - We cannot stress enough a **sufficient paper trail** for all expenses! Contact Joan with any questions: [Joan@episcopalri.org](mailto:Joan@episcopalri.org)

### **Follow-up:**

- A written report is due to the CDC within one month of your event.
- Include:
  - Final numbers of people attending your event
  - Final financial tally
  - Any other information you want to share with the CDC
- Consider finding out how people heard about your event
- Take pictures! Contact Dave Seifert for your story: [Dave@episcopalri.org](mailto:Dave@episcopalri.org)

Would you like some help at the beginning of your process? Consider inviting our *Congregational Development Consultant* to a planning meeting with your committee! Contact Susan Carpenter: [Susan@episcopalri.org](mailto:Susan@episcopalri.org)