

HEED FUND ENDOWMENT

- Information -



PLEASE KEEP IN SAFE PLACE AS PART OF THE PERMANENT RECORDS
OF YOUR PARISH.

**THE EPISCOPAL DIOCESE OF SOUTHWESTERN VIRGINIA
PO BOX 2279
ROANOKE, VA 24009**

**The Rt. Rev. Neff Powell, Bishop
(800) 346-7982**

**The Rev. Dr. Robert Copenhaver
Chair, HEED Committee
(540) 389-0771**

September, 2005

THE HEED FUND

The HEED FUND endowment was established in the Diocese in 1976 by an anonymous donor. It has grown to a corpus level sufficient to provide help to parishes. It is now possible for the Committee to recommend using the annual income for the intended purpose. The Committee has established guidelines and communication procedures, whereby a parish can request assistance.

Requests can be submitted for assistance to individuals or programs. This booklet provides more complete information on procedures. The clergy person designated in each parish is responsible for submitting requests. Procedures described herein are to be used by the clergy in submitting a request to the Bishop's office for consideration and approval. The identified need for a grant must clearly point out the justification and merit for a specific use.

Parish Vestries are urged to explore ways by which endowments can be started in their parishes to provide income for use in meeting the needs of the aging and elderly. The Committee suggests that it is possible to consider Challenge Gifts, ideas whereby certain matching funds provided from the HEED FUND income can be made available to support the individual parish efforts.

The Committee requests that each parish set up a permanent record file in the church office in order to maintain an on-going history on the HEED FUND.

Bob Copenhaver, Chair

PURPOSE AND USE OF THE HEED FUND

The HEED Endowment was established in May 1977 by an anonymous donor to help meet the needs of the elderly of the diocese. It has grown over the years and it is possible to award grants from the annual income. It is administered by the Diocesan HEED Committee and they make recommendations to the Bishop for such grants. This booklet describes the guidelines for grant applications and procedures by which the Committee receives and responds to such requests.

The original procedure was to award grants to individuals, but it soon became apparent that this was not the most effective use of the available funds. The Committee now awards grants to parish programs that will aid the largest number of individuals. The goal is still to help elderly members of the church community to have lives of dignity and value.

GUIDELINES

1. The HEED Committee comprises one clergy person and one lay person from each convocation of the Diocese. Grants are approved by the Bishop upon the recommendation of the Committee.
2. Grants for the direct benefit of individuals or families for such purposes as housing, medical care, etc., will not be recommended unless the Committee is satisfied that these needs cannot be met by other sources.
3. Grants for use by parishes will be recommended only if the parish agrees to match or supplement the amount awarded. Such grants could include funds to purchase large print prayer books, recording devices to enable the homebound to hear services, or the installation of elevators, handrails or ramps.
4. Grants will not exceed \$2,000 and no more than one will be awarded to a parish in one year except in unusual circumstances.
5. Grant applications will be evaluated on the basis of each program's likelihood of success, the number of persons benefited, its usefulness as a model for other parishes. Grantees may be called to assist other parishes to implement similar projects.

PROCEDURES

1. Applications will be submitted in writing and sent to:
HEED Committee
Diocese of Southwestern Virginia
PO Box 2279
Roanoke, VA 24009

They should be signed by the clergy in charge or by a warden of the parish in the absence of clergy.

Applications may be made at any time. The Committee will meet as often as necessary to review applications. Recommended applications will be submitted to the Bishop for approval.

2. Application should contain the following information:
 - The purpose of the grant and the specific need to be met.
 - The amount requested with an itemized budget.
 - The person in the parish responsible for administering the grant.
 - The reason other resources are not available or are inadequate.
 - Other sources of funding to be applied.
 - How the grant is to be evaluated.
3. When grants are awarded, the parish should submit a report to the Committee on the use of the funds, not later than six months after the award.
4. The Committee shall report annually to the Bishop and to the diocesan council on the grants awarded, those applications rejected, funds expended and results achieved.
5. At its last meeting of each year, the Committee shall review these guidelines and make necessary modifications.