



Lilly Endowment Inc.

A private foundation since 1937

June 15, 2023

Mr. N. Kurt Barnes
Treasurer and Chief Financial Officer
Domestic and Foreign Missionary Society of the Protestant Episcopal Church
815 Second Avenue
New York, NY 10017

Re: Grant No. 2023 0700
Purpose: Camino Moments: Faith Forward Pathways for Episcopal Families program

Dear Mr. Barnes:

It is a pleasure to inform you that Lilly Endowment Inc. (Endowment) has awarded a grant of \$1,250,000 to Domestic and Foreign Missionary Society of the Protestant Episcopal Church for the above-referenced purpose.

Enclosed is a digital copy of a "Proposal To Enter Into Grant Agreement" (Agreement) with respect to this grant. Please execute the Agreement electronically as indicated through DocuSign and it will be returned to us automatically through the DocuSign portal. If your organization is headquartered in Indiana, the returned Agreement with your electronic signature will be effective. Please retain a copy for your files. If your organization is headquartered outside Indiana, the Agreement will be effective once countersigned electronically by the Endowment. In that case, you will receive a digital countersigned copy from us through DocuSign after you have signed and you should retain a copy of that fully executed document for your files.

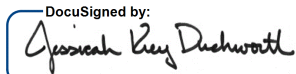
Please note on page 1 of the Agreement the schedule of reporting dates for program and financial reports. We require that these reports be received at the Endowment by the dates specified. You should refer to paragraph 8 of Article II of the Agreement for additional requirements with respect to program and financial reports, including requirements relating to specific forms and guidelines that may be supplied by the Endowment. To assist you in preparing reports to the Endowment, also enclosed digitally is a sample financial report format (and, in some cases, a sample program report format). Please refer to paragraph 5 of Article II if you anticipate budget changes.

If someone other than you will be responsible for completing the required reports, please forward to that person a copy of the Agreement indicating the report due dates and procedures for budget revisions. All reports should be addressed to my attention as well as any annual financial statements or other materials required under the Agreement. Please refer to the grant number in any correspondence about the grant.

You will note in paragraph 14 of Article II of the Agreement that the Endowment must give prior approval to any press announcement you make concerning this grant.

I would be pleased to respond to any questions you may have about the administration of this grant. Please do not hesitate to contact me.

Sincerely,

DocuSigned by:

06022136693B4E2...
Jessicah Krey Duckworth
Program Director

cc: Rev. Shannon Kelly
Mr. David Stickley

ARTICLE II
GENERAL CONDITIONS

The Grantee accepts and agrees to comply with the following General Conditions:

1. **PURPOSE.** The grant shall be used solely for the purpose specified in Article I of this Grant Agreement (the “Agreement”) and shall be so designated on the Grantee’s records.
2. **PROGRAM MONITORING AND EVALUATION; RESPONSIBILITY FOR GRANT-FUNDED ACTIVITIES.** The Endowment may, at its expense, monitor and conduct an evaluation of operations under this grant, which may include visits by representatives of the Endowment to observe the Grantee’s procedures and operations in connection with this grant and to discuss the grant with the Grantee’s personnel. Notwithstanding any monitoring or evaluation by the Endowment, the Endowment has no responsibility for activities conducted or supported with funding provided under this grant.
3. **ACCOUNTING RECORDS AND FINANCIAL REVIEW.** The method of recording receipts and disbursements related to this grant on the accounting records of the Grantee is outlined in Article II, Section 4, below. Vouchers consisting of bills, invoices, cancelled checks, receipts, etc., which document the disbursement of funds for this grant, shall be retained by the Grantee for at least two years after final disbursement of the grant and may be examined by Endowment representatives on reasonable notice during regular business hours. Copies of such documents shall be furnished to the Endowment at its request and expense. The Endowment may, at its expense and on reasonable notice to the Grantee, inspect, audit, or copy the Grantee’s records pertaining to this grant.
4. **ACCOUNTING AND FINANCIAL REQUIREMENTS.**
 - a. If the purpose of this grant is for general and/or operating support, no special requirements are specified for the method of recording receipts and disbursements on the accounting records of the Grantee for this grant.
 - b. If the purpose of this grant is to support a project (any purpose other than for general and/or operating support, including a grant for a special program or event, for endowment purposes, or for a capital acquisition or improvement), the use of grant funds is restricted solely to the purpose of the grant and should be so designated on Grantee accounting and financial records.

Under no circumstances may grant funds be expended, borrowed (inter-fund), pledged or transferred for reasons unassociated with the stated purpose of this grant. For purposes of controlling and reporting on the receipt and disbursement of grant funds, Grantee accounting records should be structured so that such transactions are easily and readily identifiable.

5. **BUDGET.** If there is a budget for this grant, it has been attached. The Grantee may reallocate budgeted items only as follows:
 - a. Grants of \$100,000 or less – Total reallocations among budgeted line items up to 10% of the grant amount may be made without prior notice to the Endowment. In addition, reallocations to any new line item(s) up to 5% of the grant amount may be made without prior notice to the Endowment. Please note any new line item(s) must be aligned with the stated grant purpose. Such permitted reallocations must be noted on the Grantee’s financial report covering the relevant period.
 - b. Grants of more than \$100,000 and up to \$1,000,000 – Total reallocations among budgeted line items up to the lesser of (i) 10% of the grant amount or (ii) \$25,000 may be made without prior notice to the Endowment. In addition, total reallocations to any new line item(s) up to the lesser of (i) 5% of the grant amount or (ii) \$12,500 may be made without prior notice to the Endowment. Please note any new

line item(s) must be aligned with the stated grant purpose. Such permitted reallocations must be noted on the Grantee's financial report covering the relevant period.

- c. Grants of more than \$1,000,000 – Total reallocations among budgeted line items up to the lesser of (i) 10% of the grant amount or (ii) \$250,000 may be made without prior notice to the Endowment. In addition, total reallocations to new line item(s) up to the lesser of (i) 5% of the grant amount or (ii) \$125,000 may be made without prior notice to the Endowment. Please note any new line item(s) must be aligned with the stated grant purpose. Such permitted reallocations must be noted on the Grantee's financial report covering the relevant period.

Changes in the budget in excess of the foregoing mentioned limits may not be made without prior written approval of the Endowment.

6. PAYMENT SCHEDULE. The schedule of grant payments is a preliminary estimate of the timing and amount of cash remittances to the Grantee that will meet satisfactorily the requirements of the grant. The Endowment, however, on its own initiative or at the request of the Grantee, may modify scheduled dates and payment amounts and will so notify the Grantee when and if such changes seem to be indicated. If there are matching or other conditions related to this grant (as noted under Special Conditions, Article II, Section 19), the Endowment will not be required to disburse related payments until the end of the fourth full calendar quarter after the quarter in which the conditions are satisfied in accordance with this Agreement unless the Special Conditions otherwise provide.

7. SELECTION OF RECIPIENTS. The Grantee shall have the exclusive right to select the individuals to whom and the organizations to which the Grantee can disburse grant funds. This provision shall prevail over all other provisions of this Agreement. Under Special Conditions the Endowment may provide that the Grantee in the exercise of its right of selection shall observe certain criteria, such as the independence of project evaluators; educational or other qualifications of persons who will perform certain duties in connection with this grant; and characteristics of organizations which shall be relied upon to achieve the charitable purposes of this grant. In all cases, these criteria are intended to maximize the charitable benefits to be derived from this grant, shall be construed and applied to achieve that result, and are not intended to identify or cause the Grantee to select any particular individual or organization. The Endowment disclaims participation in the above described selection process.

8. REPORTING. In accordance with the schedule on page 1 (or as otherwise required herein), the Grantee shall furnish to the Endowment written reports on both the progress of the program supported by the grant and the financial management of the grant funds. These reports must be signed by an appropriate officer of the Grantee.

a. Program reports – Program reports and associated appendices should describe the key activities the Grantee proposed to conduct in its grant proposal and its progress on any performance indicators, goals and outcomes set forth in the grant proposal. If specific program report guidelines are supplied by the Endowment, all such guidelines should be used by the Grantee in the preparation and submission of its program reports.

b. Financial reports - The format of the financial reports must be consistent with that of the attached budget, if any, and show a comparison of actual to budgeted expenditures. If a financial report format is supplied by the Endowment, it should be used by the Grantee in the preparation and submission of its financial reports.

The Grantee shall furnish to the Endowment as soon as available a copy of the Grantee's annual financial statements for each year which is included partially or wholly within the Grant Period or as otherwise specified in the Special Conditions section of this Agreement. These statements should include a balance sheet, income and expense statement, and any footnotes or supporting schedules that will permit a satisfactory determination of the financial condition of the Grantee.

The Grantee also is required, upon request by the Endowment, to submit additional program reports or financial reports with respect to the grant if the information in any report is not accurate or complete or if there is any indication that (i) the grant funds or (ii) with respect to a grant for endowment or capital purposes, the principal, income, or capital acquisition or improvement funded with the grant has been used for any purpose that would result in liability for tax under Internal Revenue Code (“Code”) section 4945. (All references to the Code include the corresponding provisions of any subsequent federal tax laws.)

If accurate and complete reports are not furnished to the Endowment on or before the dates reflected in the schedule on page 1 (or other required dates) and the Endowment agrees to an extension of such dates, the Endowment will not be required to disburse related payments until the end of the fourth full calendar quarter after the quarter in which such delinquent reports are furnished.

With respect to grants for endowment purposes or to make a capital acquisition or improvement, the Grantee shall furnish to the Endowment reports (in addition to any other reports listed in the schedule on page 1) regarding use of the principal and the income (if any) of the grant funds, or use of the capital item supported with the grant funds, for the tax year in which any such funds are paid and for the immediately succeeding two tax years. Such reports must be received by the Endowment within 75 days after the end of the relevant tax year.

9. EXEMPT AND FOUNDATION STATUS. The Grantee has furnished information to the Endowment respecting the Grantee’s status under Code sections 170(b)(1)(A), 501(c) and 509(a). In addition, the Grantee represents that it is not an organization described in Code section 4942(g)(4)(A) (which describes certain Type III supporting organizations, certain controlled entities, and other restricted organizations identified by the Secretary of the Treasury). The Grantee shall give immediate notice to the Endowment of every change in the Grantee’s status. In the event of a change in such status, the Endowment may postpone disbursement of or cancel the unpaid portion of the grant.

10. REVERSION OF GRANT. If the purpose of this grant is to finance a specific project or to provide general and/or operating support for a specific period, any portion of the grant unexpended at the completion of the project or at the end of the period shall be repaid to the Endowment within 30 days unless the Endowment, in its sole discretion and in writing, has agreed to another use of the unexpended funds or extended the period.

11. CANCELLATION OF GRANT. If the Grantee fails, within 30 days after notice from the Endowment, to perform any of its duties under the Agreement, the Endowment may at any subsequent time by notice to the Grantee postpone, cancel, or postpone and thereafter cancel payment of the undisbursed portion of the grant.

12. WITHDRAWAL OF GRANT. After entering into a grant agreement, it is possible that circumstances will arise which will persuade the Endowment that an unpaid grant should not be disbursed. If that should happen with respect to this grant, the Endowment acknowledges that the Grantee, nevertheless, would then be entitled to full reimbursement for reasonable expenses connected with the grant and already paid by the Grantee or for which it became legally responsible before notification of the Endowment’s decision. Accordingly, the Endowment may at any time, with or without cause, cancel the unpaid portion of this grant by notice to the Grantee. As soon as possible after such notice, the Grantee shall furnish a complete list of such expenses, and the Endowment thereupon shall pay to the Grantee an amount equal to the total of those expenses (not to exceed the unpaid portion of the grant). After making such payment, the Endowment shall have no further obligation to the Grantee, its officers, agents or representatives.

13. COUNSELING. Occasionally the Endowment makes available to a Grantee counseling or other assistance from a member of the Endowment’s staff or from one of its consultants. In every case, the Grantee is entirely free to decline or avail itself of this assistance and to accept or disregard in whole or part the recommendations offered. Neither the Endowment nor the person offering assistance to the Grantee shall have any liability to the Grantee, its officers, agents or representatives because of reliance on such assistance or adoption of such recommendations.

14. PUBLICITY AND USE OF GRANT-FUNDED PUBLICATIONS. If the Grantee wishes to issue a news release or other public announcement concerning this grant, the text of the proposed release or announcement must be submitted to the Endowment for review. No release or announcement shall be made without the Endowment's approval. In addition, unless otherwise agreed in writing by the Endowment, the Grantee shall not refer to or use (nor authorize others to refer to or use) the Endowment's name, logo, or other identifying information in connection with any activity, program, project, event, production, publication, intellectual property, building, facility, equipment, property, or location. Notwithstanding the foregoing, the Grantee may acknowledge the Endowment along with other contributors in its annual and periodic reports, event programs (such as exhibit brochures and theatre playbills), and similar temporary publications, provided that such acknowledgement is in the same style, font, and format as acknowledgements of similar contributors and the Endowment is identified by its full name (Lilly Endowment Inc.).

The Grantee grants to the Endowment a nonexclusive, irrevocable, fully transferable, worldwide license to publish excerpts, reasonable in length, of any documents or materials created as part of a project funded with this grant for public dissemination by the Grantee in any medium or format (including print, video, audio, digital, or otherwise). The Endowment may exercise such license in any medium or format but only in furtherance of the Endowment's noncommercial purposes, such as publication in the Endowment's annual, periodic, or special reports, its web site, or its brochures, guidelines, requests for proposals, or other program materials. Payment by the Endowment to the Grantee of any portion of the grant funds shall constitute full payment to the Grantee for this license to publish excerpts, and no additional royalties shall be payable to the Grantee.

If the documents or materials were not prepared by an employee of the Grantee within the scope of employment or if the Grantee otherwise is not the owner of the documents or materials, the Grantee, if requested by the Endowment, shall pursue reasonable efforts to obtain from the author or authors (or other owners) of such documents or materials written permission for the Endowment to publish excerpts as specified above, without additional cost or expense to the Endowment.

15. ADDITIONAL SUPPORT. By making this grant, the Endowment assumes no obligation to provide other or future support for the Grantee.

16. NOTICES. Notices under this Agreement shall be in writing and shall be deemed to be given only when delivered or mailed by registered or certified mail (unless otherwise agreed to in writing by the recipient) as follows:

To the Endowment: Lilly Endowment Inc.
Attention: Treasurer's Office
Post Office Box 88068
Indianapolis, Indiana 46208-0068

To the Grantee: As provided on the first page of this Agreement
unless otherwise specified here by the Grantee:

17. TERM OF AGREEMENT AND WAIVER. The term of this Agreement shall begin with its execution by all of the parties (including any required countersignature by the Endowment) and shall continue for such period of time as necessary for each party to comply with and complete all of its obligations hereunder (whether before, during, or after the Grant Period), including without limitation the Grantee's record retention and reporting obligations to the Endowment and duties under any Special Conditions to this Agreement. No waiver of any right under this Agreement shall be effective unless set forth in a notice from the party possessing such right to the other party, and the exercise by either party of any right or remedy under this Agreement shall not thereafter prevent that party from exercising any other right or remedy.

18. INDIANA LAW. The law of the State of Indiana exclusively shall govern and apply to all legal proceedings pertaining to this Agreement, or otherwise concerning the subject matter of the Agreement, and under no circumstance shall reference be made to the law of any other jurisdiction for any purpose. This Agreement shall be deemed to be entered into and formed in Indiana and shall become effective when (i) the Endowment receives a copy of this instrument bearing the Grantee's acceptance at the Endowment's offices in Indianapolis, Indiana, and (ii) in the case of a grantee that is headquartered outside the State of Indiana, the Endowment countersigns the Agreement at its offices in Indianapolis, Indiana. All legal proceedings pertaining to this Agreement, or otherwise concerning the subject matter of the Agreement, shall be heard exclusively in the state or federal courts with subject matter jurisdiction sitting in Indiana. By execution of this Agreement, the Grantee submits to the personal jurisdiction and venue of such courts for such purposes.


19. SPECIAL CONDITIONS AND SPECIAL TERMS. The Grantee accepts and agrees to comply with the Special Conditions, if any, attached to this Agreement, which are incorporated and made part of the Agreement by this reference. In addition, any applicable grant, initiative, or program guidelines, invitations, or similar directives with respect to the grant (collectively, "Special Terms") that were issued prior to or contemporaneously with this Agreement are hereby incorporated and made part of the Agreement by this reference. Conflicts among any Special Conditions, General Conditions, other terms of the Agreement, or Special Terms shall be governed first by the Special Conditions, next by the General Conditions, next by the other terms of the Agreement, and finally by the Special Terms.

[Signatures on following page.]

EXECUTION

This proposal to enter into the foregoing Agreement was executed by Lilly Endowment Inc., at Indianapolis, Indiana, on June 15, 2023.

Lilly Endowment Inc.

By  _____
592FB9D21AC04B6...
Christopher L. Coble

Title vice president for Religion

GRANTEE'S ACCEPTANCE

By execution of this Agreement, the undersigned represents and affirms that he or she holds the office or position indicated and that he or she has full right and power, and has been duly and legally authorized, to act on behalf of the Grantee in executing and entering into the Agreement. The Grantee accepts the above-described grant on the terms and conditions set forth in this Agreement and agrees to perform the responsibilities imposed on it under the Agreement. Executed by the Grantee at _____
on _____ (City, State)

Domestic and Foreign Missionary Society of the Protestant Episcopal Church

By _____

Title _____

COUNTERSIGNATURE
AND
EFFECTIVE DATE AND PLACE
OF
GRANT AGREEMENT

If the Grantee is headquartered outside the State of Indiana, the Agreement must be countersigned by Lilly Endowment Inc. After signing the above, all copies of this Agreement must be returned to the Endowment; a countersigned original copy will be returned to the Grantee.

A copy of this Agreement, executed by the Grantee, was received and countersigned by the Endowment and became effective at its office in Indianapolis, Indiana, on _____ .

Lilly Endowment Inc.

By _____

Title _____

**DOMESTIC AND FOREIGN MISSIONARY SOCIETY
OF THE PROTESTANT EPISCOPAL CHURCH**
Budget
2023 0700

| | 2023 | 2024 | 2025 | 2026 | 2027 | TOTAL |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| INCOME | | | | | | |
| Lilly Endowment | \$ 200,000 | \$ 400,000 | \$ 350,000 | \$ 300,000 | | \$ 1,250,000 |
| Hosted Pilgrimage Registrations | | | 15,000 | 15,000 | 15,000 | 45,000 |
| Other Funding Sources | | | | | 125,450 | 125,450 |
| TOTAL INCOME | \$ 200,000 | \$ 400,000 | \$ 350,000 | \$ 300,000 | \$ 140,450 | \$ 1,420,450 |
| EXPENSES | | | | | | |
| Personnel | \$ 62,350 | \$ 132,950 | \$ 132,950 | \$ 132,950 | \$ 125,450 | \$ 586,650 |
| Camino Design Process | 24,380 | 31,575 | 24,380 | 24,380 | | 104,715 |
| Development | 5,570 | 96,155 | 90,250 | 75,550 | 17,500 | 285,025 |
| Community Cohorts | 8,545 | 33,265 | 30,190 | 30,190 | | 102,190 |
| Consultants | 62,875 | 54,225 | 45,875 | 37,680 | | 200,655 |
| Administrative | 32,500 | 19,100 | 6,100 | 11,000 | 2,000 | 70,700 |
| TOTAL EXPENSES | 196,220 | 367,270 | 329,745 | 311,750 | 144,950 | 1,349,935 |
| INDIRECT COSTS | 9,811 | 18,364 | 16,487 | 15,588 | 10,265 | 70,515 |
| GRAND TOTAL | \$ 206,031 | \$ 385,634 | \$ 346,232 | \$ 327,338 | \$ 155,215 | \$ 1,420,450 |

Lilly Endowment is funding \$1,250,000 of the total budget.



Lilly Endowment Inc.
A private foundation since 1937

REPORT GUIDELINES

Christian Parenting and Caregiving Initiative

This document contains guidelines to help organizations prepare reports to Lilly Endowment (“Endowment”). Guidelines for requesting budget revisions or grant period extensions are also enclosed if you need to adjust your project budget or timeline. Please retain these instructions and forms for future reference.

The grant agreement also has helpful information – see Art. II. 8 and the reporting schedule at the bottom of page 1. Information for making budget revisions, some of which require advance approval from the Endowment, may be found in Art. II. 5, and the official grant budget is included as the last page of the grant agreement. Please note that as budget revisions are submitted and approved, the revised budget becomes the official grant budget going forward.

This packet contains advice from Lilly Endowment staff related to the following items:

| | | |
|------|--------------------------------------------|--------|
| I. | Basic Reporting Information | Pg. 1 |
| II. | Budget Revisions | Pg. 2 |
| III. | Extension Requests | Pg. 2 |
| IV. | Rollover Requests | Pg. 2 |
| V. | Lilly Endowment Contact Information | Pg. 3 |
| VI. | Guidelines, Templates, and Forms | |
| | A. Program Report Guidelines | Pg. 4 |
| | B. Financial Report Guidelines & Templates | Pg. 5 |
| | C. Budget Revision Template & Sample | Pg. 11 |
| | D. Grant Contact Update Form | Pg. 13 |

I. Basic Reporting Information

The purpose of the reports is to establish a record of the grant project. The Endowment’s fiduciary responsibilities require regular updates from grantees on the progress made in implementing grant projects. A second purpose for the reports is to help grantees learn from their work.

A. Program Reports

The *program report* should describe the progress being made on the grant project for the reporting period indicated on the first page of the grant agreement. While there is no page limit, the average length of a program report is ten pages. The final report should provide both a report on the latest period and a comprehensive review of the entire project. Detailed program report guidelines are included in Section VI of this document.

If no grant activities have taken place during the reporting period, send a cover letter with the organization’s name, grant number and the reporting period to the Endowment indicating that no activities occurred.

B. Financial Reports

The *financial report* should show expenditures (and income, if applicable) for the reporting period as indicated on the first page of the grant agreement. It should also track cumulative expenses and the grant balance. Detailed financial report guidelines and templates are included in Section VI of this document.

If no funds have been spent during the reporting period, send a cover letter with the organization’s name, grant number and the reporting period to the Endowment indicating that no funds were spent.

Submission Guidelines for Program and Financial Reports

1. Assemble one unbound, single-sided copy of the annual program and financial reports, and three copies of accompanying materials. Please **do not** use staples or place documents in binders. Include a cover letter with the organization's name, grant number and the reporting period as well as any contact changes for the organization. The heading of the program and financial reports should also include the organization's name, grant number and reporting period, and the financial report must have authorized signatures.
2. Mail one (1) copy of the annual reports and accompanying materials through regular mail or expedited delivery addressed to Jessica Duckworth, the program director for the grant (see Contact Us).
3. Email one (1) copy of the annual program and financial reports to religion division staff at christianparenting@lei.org. Include your organization's name and grant number in the subject line of your email.
4. Reports must be postmarked on or before the due date indicated on the first page of the grant agreement.
5. The Endowment will review the reports and respond in writing. Due to high volume, this process can take several months.

II. Budget Revisions

The grant agreement includes provisions for budget changes, some of which require advance approval from the Endowment. Requests to revise a budget should be made by using the budget revision request format included in this document.

Submission Guidelines for a Budget Revision Request

1. Submit one copy of the budget revision request through regular mail or expedited delivery addressed to Jessica Duckworth, the program director for the grant. Include a cover letter explaining the rationale for the requested change(s) to the budget. Be sure to include the organization's name, grant number and current date in the heading of the budget revision request and obtain the required signatures. The Endowment requires two signatures – the person with grant oversight responsibility (project director, principal investigator, executive director, etc.) and an individual with financial accountability.
2. The Endowment will review the request and respond in writing. This process usually takes 4-6 weeks.

III. Extension Requests

The grant agreement includes provisions to extend the grant period indicated on the first page of the grant agreement. Per the grant agreement (Art. II. 10), any unused funds remaining at the completion of the project, or at the end of the grant period, must be repaid to the Endowment within 30 days.

Submission Guidelines for Requesting an Extension

1. Send a letter through regular mail or expedited delivery addressed to Jessica Duckworth, the program director for the grant. The letter should include the rationale for the extension and an anticipated end date. Be sure to include the grant number on the letter.
2. The Endowment will review the request and respond in writing. This process usually takes 4-6 weeks.

IV. Rollover Requests

If you have remaining funds from a planning grant in the Christian Parenting and Caregiving Initiative, you may request a rollover of the remaining grant balance from that grant into your implementation grant. This allows the older grant file to be closed, leaving you with only one grant file to manage.

Submission Guidelines for Requesting a Rollover

1. Send a letter through regular mail or expedited delivery addressed to Jessica Duckworth, the program director for the grant. Include a financial report showing the balance remaining to be rolled over. A budget revision request (see page 11) will also need to be provided with the rollover amount listed under income and those monies divided among one or more of the expense categories.
2. The Endowment will review the request and respond in writing. This process usually takes 4-6 weeks.

V. Lilly Endowment Contact Information

Mail reports and accompanying materials to:

Lilly Endowment Inc.
2801 North Meridian Street
P.O. Box 88068
Indianapolis, IN 46208
Attention: Jessica Duckworth

Email additional copies of program and financial reports to: christianparenting@lei.org

Be sure to put your organization's name and grant number in the subject line of the email.

Direct budget revisions, extensions, rollovers and other general questions to:

Amy Givens—Administrative Assistant to Jessica Duckworth
Email: givensa@lei.org
Phone: 317-916-7396

VI. Guidelines, Templates, and Forms

A. Program Report Guidelines

When preparing the program report, please consider/respond to the following:

1. Project Purpose

What is the purpose of your program? How is this purpose related to the organization's mission?

2. Grant Activities

Activities: What activities did the organization undertake in the last year? How did these activities help interested parents and caregivers share their faith and values with their children? Were any activities modified due to unforeseen circumstances? How?

Leaders, Scholars and Partners: Identify key leaders, scholars and partners for the project. In what ways are key leaders changing, growing or learning through their engagement in the project? Is leadership emerging in unforeseen places? Describe how relationships with advisors, scholars and partners are developing and working.

Communication: How have the findings from this project been communicated? Which communication strategies have proved the most effective and why?

3. Impact:

Describe the impact of these activities on project participants and other constituents. How is the project affecting the organization?

4. Reflection:

What have you learned of significance about the main themes or issues of this project? What are the key challenges and what do they mean? How can the work be strengthened? What lessons might be worth sharing with others?

5. Progress toward Performance Indicators and Outcomes:

Please reproduce (in a table) each of the performance indicators and outcomes included in your organization's original proposal. In the second column of the table, indicate (quantitatively, whenever possible) the measurable progress made toward each indicator/outcome during the reporting period.

6. Next Steps (for all reports except the final report):

What activities are planned for the coming year, and in what timeframe? What steps are being taken to sustain this effort when the grant ends? What steps are being taken to evaluate the project? What data is being gathered to determine success? What feedback loops are in place to make improvements on the project?

7. Post-Grant Plans (for final reports):

How has the organization changed as a result of this grant? What activities of this program will continue after the grant period? How will these activities be funded?

B. Financial Report Guidelines

These guidelines have been designed to help grantees prepare annual financial reports to the Endowment.

Report Format #1 should be used when the Endowment’s grant is funding 100% of the approved budget. **Report Format #2** should be used when the Endowment’s grant is funding a portion of the approved budget.

Report Format #1 – Instructions (*When Grant is Funding 100% of Budget*)

Budget Categories: The expense line items from the approved grant budget.

Approved Budget: The total budget for each line item.

Expenditures—For Period: The actual expenses incurred for each line item during the current reporting period.

Expenditures—Cumulative: The sum of the expenses for the current reporting period plus the Cumulative amount from the previous report.

Budget Less Cumulative: The Approved Budget minus Cumulative for each line item.

CASH SUMMARY

Total Grant Payments Received: The sum of grant payments received from the Endowment for this grant from the beginning of the grant period through the current reporting period.

Cumulative Expenditures: The sum of all expenditures through the current reporting period.

Cash Balance: The sum of grant payments received from the Endowment minus Cumulative expenditures.

Signatures: The Endowment requires two signatures – the person with grant oversight responsibility (project director, principal investigator, executive director, etc.) and an individual with financial accountability.

Report Format #1 – Template

When Grant is Funding 100% of Approved Budget

Legal Name of Organization

Grant No. 0000 0000

For Period MM/DD/YY – MM/DD/YY

| Budget Categories | Expenditures | | | Budget Less Cumulative |
|------------------------------------------|-----------------|------------|------------|---------------------------|
| | Approved Budget | For Period | Cumulative | |
| (Please list items from approved budget) | \$ | \$ | \$ | \$ |
| TOTALS | \$ | \$ | \$ | \$ |

CASH SUMMARY

Total Grant Payments Received

Cumulative Expenditures (per above)

Cash Balance

\$ _____

=====

(Name)
Program Director

(Name)
Finance: V.P./Controller

Report Format #1 – Sample Report

Legal Name of Organization
Grant No. 1234 5678
For Period 01/01/20 – 12/31/20

| | Expenditures | | | |
|-------------------------------|-----------------------|-----------------------------------|---------------------|------------------|
| | Total Grant Budget | For Period 01/01/20 – 12/31/20 | Grant Cumulative | Grant Balance |
| PERSONNEL | | | | |
| Director | \$97,000 | \$25,000 | \$50,000 | \$47,000 |
| Fringe Benefits | 15,000 | 2,500 | 5,000 | 10,000 |
| Administrative Assistant | 50,000 | 12,500 | 25,000 | 25,000 |
| Fringe Benefits | 7,880 | 1,250 | 2,500 | 5,380 |
| Research Assistant | 80,000 | 12,500 | 25,000 | 55,000 |
| Fringe Benefits | 10,000 | 1,250 | 2,500 | 7,500 |
| Subtotal | 259,880 | 55,000 | 110,000 | 149,880 |
| ADMINISTRATIVE COSTS | | | | |
| Supplies | 7,500 | 545 | 1,080 | 6,420 |
| Seminar materials | 5,000 | 749 | 1,497 | 3,503 |
| Subtotal | 12,500 | 1,294 | 2,577 | 9,923 |
| TRAVEL | | | | |
| Airfare | 15,000 | 2,600 | 5,200 | 9,800 |
| Meals | 2,000 | 125 | 250 | 1,750 |
| Lodging | 4,500 | 325 | 650 | 3,850 |
| Subtotal | 21,500 | 3,050 | 6,100 | 15,400 |
| CONSULTANTS | | | | |
| Fees | 20,000 | 5,000 | 10,000 | 10,000 |
| Travel | 5,000 | 250 | 500 | 4,500 |
| Subtotal | 25,000 | 5,250 | 10,500 | 14,500 |
| CONFERENCES | | | | |
| Travel | 25,000 | 1,500 | 3,000 | 22,000 |
| Honoraria | 5,000 | 250 | 500 | 4,500 |
| Food/Lodging | 15,000 | 500 | 1,000 | 14,000 |
| Subtotal | 45,000 | 2,250 | 4,500 | 40,500 |
| Total Expenses | 363,880 | 66,844 | 133,877 | 230,003 |
| Indirect Costs | 36,388 | 6,685 | 13,387 | 23,001 |
| GRAND TOTAL | \$400,268 | \$73,529 | \$147,264 | \$253,004 |
| Total Grant Payments Received | \$ | | | |
| Cumulative Grant Expenses | () | | | |
| Cash Balance | <u> </u> | | | |

(Name)

Program Director

(Name)

Finance: V.P./Controller

Report Format #2 – Instructions *(When Grant is Funding a Portion of Approved Budget)*

INCOME SECTION

Budget Categories: List all sources of income (Lilly Endowment grant, rollover from a grant, other funding sources, etc.). If interest income from the Endowment grant is being used for this project, please list it here as a separate item as well.

Approved Budget: The total budget for each line item.

For Period: The amount received from each source of income for the current reporting period.

Cumulative: The sum of the income received for the current reporting period plus the Cumulative income from the previous report.

Budget Less Cumulative: The Approved Budget minus Cumulative for each line item. This will show the amount of income that still needs to be procured during the grant period.

EXPENSE SECTION

Budget Categories: The income and expense line items from the approved grant budget.

Approved Budget: The total budget for each line item.

For Period: The actual expenses incurred for each line item during the current reporting period.

Cumulative: The sum of the expenses for the current reporting period plus the Cumulative amount from the previous report.

Budget Less Cumulative: The Approved Budget minus Cumulative for each line item.

Current Cash Balance: Total Cumulative Income minus Total Cumulative Expenses.

Lilly Endowment Grant Funds Cash Balance: The amount of the current cash balance of the Lilly Endowment grant.

Signatures: The Endowment requires two signatures – the person with grant oversight responsibility (project director, principal investigator, executive director, etc.) and an individual with financial accountability.

Report Format #2 – Template

When Grant is Funding a Portion of Approved Budget

Legal Name of Organization

Grant No. 0000 0000

For Period MM/DD/YY – MM/DD/YY

| Budget Categories | Approved Budget | For Period | Cumulative | Budget Less Cumulative |
|-------------------------------|-----------------|------------|------------|------------------------|
| INCOME | | | | |
| Lilly Endowment Grant | \$ | \$ | \$ | \$ |
| Other Funding Sources | | | | |
| TOTAL INCOME | \$ | \$ | \$ | \$ |
| EXPENSES | | | | |
| Staff salaries | \$ | \$ | \$ | \$ |
| Benefits | | | | |
| Staff travel | | | | |
| Materials, brochures, postage | | | | |
| Professional services | | | | |
| Non-grant fundraising | | | | |
| TOTAL EXPENSES | \$ | \$ | \$ | \$ |

CURRENT CASH BALANCE \$ _____

Lilly Endowment Grant Funds Cash Balance \$ _____

 (Name)
 Program Director

 (Name)
 Finance: V.P./Controller

Report Format #2 – Sample Report

Legal Name of Organization
Grant No. 1234 5678
For Period 01/01/20 – 12/31/20

| | Approved Budget | For Period 01/01/20 – 12/31/20 | Cumulative | Budget Less Cumulative |
|-------------------------------|----------------------------|-------------------------------------------|-------------------|-----------------------------------|
| INCOME | | | | |
| Lilly Endowment | \$800,000 | \$0 | \$800,000 | \$0 |
| Foundation #2 | 100,000 | 50,000 | 100,000 | 0 |
| Foundation #3 | 130,000 | 25,000 | 50,000 | 80,000 |
| Denomination | 11,350 | 0 | 0 | 11,350 |
| TOTAL INCOME | \$1,041,350 | \$75,000 | \$950,000 | \$91,350 |
| EXPENSES | | | | |
| Personnel | | | | |
| Project Director | \$157,625 | \$12,500 | \$25,000 | \$132,625 |
| Project Manager | 86,694 | 25,000 | 50,000 | 36,694 |
| Assistant Professor | 78,813 | 10,000 | 20,000 | 58,813 |
| Administrative Assistant | 78,813 | 16,500 | 33,000 | 45,813 |
| Fringe Benefits | 120,460 | 18,810 | 37,620 | 82,840 |
| Subtotal | 522,405 | 82,810 | 165,620 | 356,785 |
| Travel | | | | |
| Airfare | 76,779 | 10,086 | 20,172 | 56,607 |
| Meals | 13,259 | 2,115 | 4,230 | 9,029 |
| Lodging | 14,450 | 7,225 | 14,450 | 0 |
| Subtotal | 104,488 | 19,426 | 38,852 | 65,636 |
| Consultants | | | | |
| Evaluator | 37,822 | 5,500 | 11,000 | 26,822 |
| Web Developer | 11,880 | 1,980 | 3,960 | 7,920 |
| Subtotal | 49,702 | 7,480 | 14,960 | 34,742 |
| Conferences | | | | |
| Travel | 82,479 | 14,742 | 37,415 | 45,064 |
| Honoraria | 42,400 | 17,500 | 40,800 | 1,600 |
| Food/Lodging | 126,418 | 47,332 | 84,599 | 41,819 |
| Subtotal | 251,297 | 79,574 | 162,814 | 88,483 |
| Administrative Costs | 18,790 | 3,100 | 6,200 | 12,590 |
| TOTAL EXPENSES | 946,682 | 192,390 | 388,446 | 558,236 |
| INDIRECT COSTS | 94,668 | 19,239 | 38,446 | 56,222 |
| GRAND TOTAL | \$1,041,350 | \$211,629 | \$426,892 | \$614,458 |
| Total Grant Payments Received | \$ | | | |
| Cumulative Grant Expenses | () | | | |
| Cash Balance | \$ | | | |

(Name)
Program Director

(Name)
Finance: V.P./Controller

C. Budget Revision Template and Sample

The grant agreement includes provisions for budget changes, some of which require advance approval from Lilly Endowment. Requests for such approvals should be made by using this format accompanied by a letter giving the rationale for the budget changes requested.

Endowment staff will be glad to assist as you prepare your budget revision. Please call if you have questions.

Budget Revision Request – Template

Legal Name of Organization
Budget Revision Request
Grant No. 0000 0000
Date

| Approved <u>Budget</u> | -----Revisions----- | | Revised <u>Budget</u> |
|---------------------------|-------------------------|-------------------------|--------------------------|
| | (+) <u>Increases</u> | (-) <u>Decreases</u> | |
| \$ _____ | \$ _____ | \$ _____ | \$ _____ |

(List all income and expense line items in the currently approved budget)

| | | | | |
|--------|-----------------|-----------------|-----------------|-----------------|
| TOTALS | <u>\$ _____</u> | <u>\$ _____</u> | <u>\$ _____</u> | <u>\$ _____</u> |
|--------|-----------------|-----------------|-----------------|-----------------|

(Name)
Program Director

(Name)
Finance: V.P./Controller

Note: Unless income is added, Increases must equal Decreases and Approved Budget should equal Revised Budget

Budget Revision Request – Sample Report

Legal Name of Organization
 Budget Revision Request
 Grant No. 1234 5678
 March 15, 2020

| | Total Grant Budget | Expenditures | | Total Revised Budget |
|-----------------------------|-----------------------------------|--------------------------|--------------------------|-------------------------------------|
| | | Increases (+) | Decreases (-) | |
| PERSONNEL | | | | |
| Director | \$157,625 | | | \$157,625 |
| Fringe Benefits | 15,763 | | | 15,763 |
| Administrative Assistant | 78,813 | | | 78,813 |
| Fringe Benefits | 7,881 | | | 7,881 |
| Research Assistant | 78,813 | | 9,403 | 69,410 |
| Fringe Benefits | 7,881 | | 940 | 6,941 |
| | 346,776 | | 10,343 | 336,433 |
| ADMINISTRATIVE COSTS | | | | |
| Supplies | 1,625 | 1,000 | | 2,625 |
| Printing | 820 | 500 | | 1,320 |
| Postage | 1,076 | | | 1,076 |
| Telephone | 1,663 | 655 | | 2,318 |
| Seminar materials | 2,522 | 1,488 | | 4,010 |
| | 7,706 | 3,643 | | 11,349 |
| EQUIPMENT | | | | |
| Computer Hardware | 2,500 | 5,000 | | 7,500 |
| TRAVEL | | | | |
| Airfare | 13,685 | 1,000 | | 14,685 |
| Meals | 825 | | | 825 |
| Lodging | 1,650 | 500 | | 2,150 |
| | 16,160 | 1,500 | | 17,660 |
| CONSULTANTS | | | | |
| Fees | 19,970 | | | 19,970 |
| Travel | 1,845 | | | 1,845 |
| Expenses | 600 | 200 | | 800 |
| | 22,415 | 200 | | 22,615 |
| CONFERENCES | | | | |
| Travel | 10,530 | | | 10,530 |
| Honoraria | 1,500 | | | 1,500 |
| Food/Lodging | 3,375 | | | 3,375 |
| | 15,405 | | | 15,405 |
| Sub-Total Expenses | 410,962 | | | 410,962 |
| Indirect Costs | 41,095 | | | 41,095 |
| TOTAL EXPENSES | \$452,057 | \$10,343 | \$10,343 | \$452,057 |

 (Name)
 Program Director

 (Name)
 Finance/VP/Controller

D. Grant Contact Information Update Form

During the grant period, the personnel responsible for the oversight of the grant and the execution of planning and assessment activities may change. If this occurs, please notify the Endowment as soon as possible using the form below.

Grant Contact Information Updates
Report Changes Only

1. PRESIDENT OR CHIEF EXECUTIVE OFFICER:

(Contact person) _____
(Title) _____
(Organization) _____
(Address) _____

(Phone number) _____
(E-mail address) _____

2. PERSON RESPONSIBLE FOR PROGRAM OVERSIGHT (PROJECT DIRECTOR)

(Contact person) _____
(Title) _____
(Organization) _____
(Address) _____

(Phone number) _____
(E-mail address) _____

3. PERSON RESPONSIBLE FOR PREPARING AND SUBMITTING REPORTS (if not the Project Director)

(Contact person) _____
(Title) _____
(Organization) _____
(Address) _____

(Phone number) _____
(E-mail address) _____