

MISSION ADVANCE PROGRAM

(revision of guidelines: draft Dec 2. 2015)

I. I. Introduction: (Original purpose of MAP taken from Association Minutes, 1986)

In April, 1985, the AAPC Board of Governors approved the creation of an Endowment Fund to support the developmental needs of the Association. The Fund was created from AAPC member contributions. The purpose of the Fund was to support projects which advance both the profession and the mission of Pastoral Counseling and involve outreach beyond the internal programs of the Association. With this concept in mind, the campaign for contributions was named “Mission Advance.”

At its October 1985 meeting, the Executive Committee of the Board appointed an interim Endowment Fund Administration Committee, to be called the Mission Advance Program (MAP) Committee, empowered immediately to begin the process of developing guidelines and of receiving, processing, and authorizing projects.

The overall objective of Mission Advance governance was to advance the mission and profession of Pastoral Counseling to the greatest degree with the least expenditure of resources.

It is also clearly the objective of the Mission Advance governance process to focus on outreach and developmental tasks with a long range perspective. Funds were to be allocated only to those projects which were clearly beyond the scope and ability of the regular (internally focused) annual allocation of dues.

With this very brief historical sketch of the fund’s foundation, and given the current transitional situation for the Association, the Board of Directors, through the finance committee, has set about the task of updating and revising the central understanding of the Mission Advance Project, and most specifically, the guidelines and grant request application for the Fund.

The subcommittee of the finance committee assigned to bring recommendations to the Board has been in consultation with our legal counsel, and has been assured that the Board is well within its legal and fiduciary responsibility and authority to revise the protocols for the fund, as long as the guidelines fall within the scope of the original purpose: that is, “to advance the mission and profession of Pastoral Counseling.”

- II. General considerations for MAP requests:
- a. For the years 2016 -2019, MAP grant requests from regions to assist in the transition will be given priority in the selection process for grants.
 - b. The MAP selection committee will be the finance committee of AAPC. The Chair of the finance committee (which is the Association Treasurer) can either appoint a sub-committee to bring recommendations for award to the whole committee, or can take up the award process as an entire committee. Recommendations for grant awards will then go to the Board of Directors for final approval.
 - c. The MAP selection committee will allow for significant “flexibility” in the process to allow regions to test out what works and what doesn’t work. The purpose is to allow for maximum use of the funds by regions that can demonstrate a thoughtful and reasonable plan for the advancement of pastoral counseling that meet the guidelines noted in Section III.
 - d. The grant approval process will have two grant deadline dates each year, allowing for a more responsive and timely use of the funds. Deadlines for requests will be March 1 with notification by May 1; and October 1, with notification by December 1. Funds will be distributed within two weeks of notification of grant approval.
 - e. The MAP committee would like to encourage collaboration between regions for MAP fund requests or for joint projectors or proposals between regions.
 - f. As a general and practical guideline (given the current situation, and the amount of money available in the MAP investment account) the selection committee will think of MAP funding as a three year process. The committee will consider awarding up to one third of the available MAP fund each year for three years. The original corpus of the fund will not be distributed in keeping with how fund was established.
 - g. The MAP selection committee will monitor the requests for funding, considering a fair and equitable distribution of funding throughout the various regions of AAPC over the life of the MAP fund. In general, with few exceptions, grant proposals should not exceed a total of \$20,000 per request.
 - h. The association finance committee will review the process and report to the board after the first year, and will seek input from the Regions regarding the process. Guidelines may be amended as a result of this review process.

III. Guidelines for Map Grant Proposals.

The following principles will provide guidance in structuring proposals for Mission Advance Program grant requests.

- a. Does the proposal further AAPC’s charitable, health, educational, scientific, research, and spiritual integration purposes by leading to an advance in awareness of *Pastoral Counseling*. Examples would include:
 - i. Increased awareness by religious bodies of the mission, social concern, scope, and insights of Pastoral Counseling;

- ii. Increased awareness across the spectrum of service/helpin professions of the nature, capability, and availability of Pastoral Counseling;
 - iii. Increased awareness by the general public of Pastoral Counseling
- b. Does the proposal open *new avenues of development* for Pastoral Counseling?
- c. Is the proposal relevant to the *central direction* of AAPC/MAP?
- d. Does the proposal contribute in some way to recruitment of new members for AAPC or for retention of current members of AAPC?
- e. Is the proposal *cost-effective* with respect to required MAP funding, and are there possibilities for challenge or matching grants from existing regional funds or other organizations or foundations?
- f. For a specific Region requesting funds, does the proposal demonstrate how the request for funds from Mission Advance relates to the specific business plan for the region for the advancement of pastoral counseling?
- g. Does the proposal provide functional and operational means to advance pastoral counseling that are sustainable or lead to a plan that is financially sustainable?

Questions about these guidelines or about specific proposals should be addressed to the Association Treasurer / Chair of the Finance Committee. For 2015-2017 the Treasurer is Elizabeth Denham Thompson: ethompson@eremosconsulting.com

IV. Specific Outline for Project Proposals.

- a. Each proposal submitted should include a one-page summary using the following format:
 - i. Name of Project
 - ii. Grant Applicant(s)
 - iii. Contact person
 - iv. Address, Phone, E-mail
 - v. Amount of money requested and over what period of time;
 - vi. Purpose of Project
 - vii. Brief Description of the project
 - viii. Assurance of project continuity (if appropriate)
 - ix. Impact on AAPC Mission

b. Additional Information Requested.

A two to five page project proposal should accompany the *Summary*, addressing the following issues appropriate to the project.

- i. Give a complete description of the project—steps in process; any other entity involvements or collaborations
- ii. Give a total breakdown of *anticipated budget* income and expenses with line item detail of all expenses, including any salaries and/or other compensation for the project, indicating any other sources of income.

- iii. Show how the project meets the criteria in the Mission Advance Project guidelines criteria
 - iv. List project personnel anticipated including any specialist consultants;
 - v. Delineate structure that will assure accountability to all interested parties;
 - vi. Demonstrate how quality assurance will be maintained and evaluation will be carried out.
- c. MAP Grantee Responsibility.
- i. MAP grantee agrees to furnish MAP committee annual reports on the project
 - ii. at completion, indicate programmatic accomplishments
 - iii. provide financial information that reflects actual disbursement against the proposed grant budget
 - iv. report any other sources of revenue.
 - v. Provide evaluation of the project, or of the sustainability of replicating the project in another region or setting.

Proposals should be submitted to the Association Treasurer / Chair of the Finance Committee. For 2015-2017 the Treasurer is Elizabeth Denham Thompson:
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