



## THE EPISCOPAL DIOCESE OF DALLAS

The Right Reverend James Monte Stanton, D. Min, D.D., Bishop  
The Right Reverend Paul E. Lambert, M. Div., Bishop Suffragan

### MEMORANDUM

**DATE:** April 20, 2010

**TO:** All Diocesan Staff, Department Heads, Committees,  
Commissions, Institutions, Agencies and Chaplaincies

**COPIES:** The Rt. Rev'd James M. Stanton  
The Rt. Rev'd Paul E. Lambert  
The Rev'd Canon Neal O. Michell

**FROM:** Tom Graves III  
Diocesan Treasurer

**SUBJECT:** Requests for Program Funding  
Diocesan Budget Year 2011

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Requests for Funding under the 2011 Diocesan Budget are due in the Diocesan office no later than **Monday, May 24, 2010**. All submittals should be sent to the attention of Ms. Virginia Wilder. The revised form for use for this year's request can be downloaded from the Diocesan website at [dallasdiocese.org](http://dallasdiocese.org). Click on the tab "Parish Resources" to locate the form.

It is still the responsibility of each submitting entity to provide 15 three hole punched copies with any attachments to Virginia when transmitting the Request for Funding. Our goal for next year is to provide a means to make all submittals on line in order to save your time and our natural resources.

Let me caution you to carefully prioritize your expenditure requests. Present circumstances indicate that next year's budget will be tight. Our first objective will be to fund those programs with direct ties to the Diocese.

Please remember that audits for all institutions, agencies and other organizations funded by the Episcopal Diocese of Dallas are due, as required by Canon (Title I, Canon 7.1 (g)) by **September 1, 2010**. Please send your audits to the attention of Mrs. Ticoy Young at the Diocesan office.

**To any recipients of this memorandum responsible for the completion of an annual Parochial Report: If this report has not been completed, you are late. Please call Bishop Lambert immediately.**

Please contact me if you have any questions. Email – [tgraves@episcopal-dallas.org](mailto:tgraves@episcopal-dallas.org).

REQUEST FOR FUNDING  
from the 2011 Budget  
of the Diocese of Dallas

Department: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Request Amount: \_\_\_\_\_

Program or Project:

In what areas or ways does your organization meet the goals & objectives outlined in the Strategic Plan?

*Please attach a more detailed (one or two pages) description of the proposal, outlining how the proposal fulfills at least one of the initiatives of the Strategic Plan; how the ministry is "creative"; objectives; what the requested grant will be used for; whether this is a new ministry or an adaptation or continuation of an existing ministry; and how the project/ministry will be evaluated.*

Operating Description:

How many people are *potentially* served by this program?

How many people are *directly* served by this program?

What is the maximum number of people your facility is capable of serving per day?

ATTACH THE FOLLOWING:

1. A line item financial statement for the year ending 2009, showing actual income and expense compared to budget.
2. A 2009 balance sheet. (Applies to Institutions & Agencies).
3. A proposed line item budget for 2011, showing sources of income and detailed pay benefits for employees.