

APPLICATION FOR A CONGREGATIONAL TRANSFORMATION GRANT
Congregational Vitality Workgroup
Presbytery of Plains and Peaks

Distributed under the oversight of the Congregational Vitality Workgroup, funds for Congregational Transformation Grants have been made available by the presbytery for churches seeking to transform their congregational life through renewal, revitalization or redevelopment.

- **RENEWAL:** to help refocus your congregation and ask challenging questions about your identity, purpose and community context by asking: 1) Who are we? ... 2) What are we here for? ... 3) Who is our neighbor? ...
- **REVITALIZATION:** to stimulate the vitality of your church in ways that will refresh and refocus your ministry.
- **REDEVELOPMENT:** to begin a turnaround in your church life so that your purpose and ministry can become more in sync with the location and time.

Your Session is invited to apply for grant funds that can assist your church's program or facilities in order to help you achieve a specific element of your Mission Statement. The Congregational Vitality Workgroup (CVW) will give priority to: 1) first-time applications, 2) programs promoting regional cooperation among churches, and 3) programs for strategic planning of the congregation's future mission.

Ordinarily grants will apply primarily for program start-up costs with decreasing amounts awarded for subsequent years. No funds may be used for salary expenses, although there may be times when the cost of a consultant can be justified. If your program is for community service and/or outreach, you should apply for a mission grant from the Congregational Mission and Partnership Workgroup ... instead of the Congregational Vitality Workgroup.

If you are considering applying for a Congregational Transformation Grant, you need to contact your CVW Liaison for information and assistance in the application process. Congregational Transformation Grants are awarded three times during the year. You may apply at any time, but should submit your application to the Presbytery Office **before April 1, August 1 or December 1**. The CVW will evaluate all the applications submitted during each period and award grants for approved projects/programs within the limits of our Presbytery funds. Awarded funds will then be distributed on a quarterly basis.

Your application should respond to the following questions by **numbering your responses** to coincide with the number of each question. Please be aware of the requirement to attach to your application a copy your most recent Mission Study/Statement ... as well as to report (within 12 months of the grant award) details on the achievements related to the grant and how the funds were used.

GRANT REQUEST INFORMATION:

1. Date application submitted.
2. Name of your church and location.
3. Total dollars requested for this Congregational Transformation Grant.
4. Briefly describe the project/program for which you are requesting this grant.
5. Provide a financial plan for the program/project that includes **A)** financial contributions from the congregation, **B)** all other funding sources, and **C)** how the requested Congregational Transformation Grant funds will be used.
6. Describe how the results of this planned program development or this facility change relate to your church's Mission Study/Statement.
7. Has your church received any presbytery grant funds in the past five years? If so, list the date(s) and amount(s) received ... and describe how the funds were used.
8. If your church received a grant in the past year from the Congregational Vitality Workgroup (or from the former Congregational Service and Development Committee-CSDC), did you submit a report accounting in detail the achievements related to the grant and how the funds were used?
9. Sometimes grant requests exceed the available funds set aside by the Presbytery. If your grant request cannot be fully funded, will you be able to proceed with the project/program? If yes, how?
10. Ordinarily awarded grant funds are distributed in quarterly payments. Will this cause any complications for the administration of your project/program? If so, please explain.

MISSION STUDY INFORMATION:

[To this application, attach a copy of your church's most recent Mission Study/Statement.]

11. When was the last time your church was involved in a Mission Study?
12. When was the last time your Session reviewed the church's mission goals?
13. List the 3-4 primary mission goals of your church for the coming year, with number ONE being your highest priority.

CHURCH FINANCIAL INFORMATION:

14. Please provide the following current financial information:
 - ◆ Attach the most recent Treasurer's Report (showing income, expenses and current year's budget).
 - ◆ Saving Account(s) balance(s).
 - ◆ Checking Account(s) balance(s).
 - ◆ Total Investments.
 - ◆ Current Loan(s): balance, purpose, payable to whom, when due.

GRANT OVERSIGHT:

15. Provide the name, address, phone number, e-mail address, and church position of the person(s) responsible for submitting this application and overseeing the program/project.

APPLICATION AGREEMENT:

By submitting this grant application, your Session approves this grant request and agrees to maintain accurate records of itemized expenses indicating 1) the purpose of each expenditure, 2) the amount spent, 2) the date, 3) paid to whom. The Session also agrees that CVW may review these records at any time. [If the proposed use of these funds changes, you must receive approval from CVW before spending any funds.] At the conclusion of the program/project the Session agrees to provide to CVW a written report on how the grant funds actually achieved the purpose of the project/program ... and how this has helped your church fulfill its Mission Study/Statement.

Have this application signed by your Clerk of Session and the CVW Liaison to your church.

Send this application plus the Mission Study/Statement and any supporting information to the Presbytery of Plains and Peaks marked: **Attn. Congregational Vitality Workgroup.**

[Adopted by the Church Vitality Workgroup - April 14, 2007]

Congregational Transformation Grant Applications

Guidelines to help the Congregational Vitality Workgroup evaluate each grant application for a Congregational Transformation Grant:

1. Have all the application questions been answered completely and resources attached?
 2. If there has been a previous grant (from CSDC or CVW), has the church submitted the required detailed accounting of how funds were used ... as well as the progress and results of the project/program?
 - a. Was this report reviewed by CVW?
 3. If the church has received a previous grant for this project/program, how will CVW decrease the awards in subsequent years? **Year 2 = 50%** **Year 3 = 25%**
 4. Does the context of the application fit with our expectations of a Congregational Transformation Grant project/program?
 5. Do you believe this Congregational Transformation Grant will be used within this church primarily for renewal, revitalization or redevelopment?
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 - **REDEVELOPMENT:** to begin a turnaround in your church life so that your purpose and ministry can become more in sync with the location and time.
 6. Has the church accurately described how the application fits with their Mission Study/Statement?
 7. Has the CVW Liaison been contacted and active in this grant application? If so, what recommendations would s/he make regarding this application ... as well as the church's need for strategic planning?
 8. In 2007 the Presbytery approved \$20,000 for Congregational Transformation Grants.
 - a. For applications received by **December 1**, CVW should award no more than 50% of the total.
 - b. For applications received by **April 1**, CVW should award no more than 50% of the balance.
 - c. For applications received by **August 1**, CVW should award the remaining balance.
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