

Wisconsin Conference United Church of Christ Catalyst Grants for Church Development and Renewal

Grant Request Guidelines

Grant Instructions & Guidelines

Financial assistance through Catalyst is intended to support new approaches to church development and renewal and encourage vital and innovative ministries that transform lives. Areas of emphasis include:

- Inspiring innovative ministries,
- Collaborative practices,
- Cohort collegial support (mentoring, coaching, COP groups),
- Curating of resources and
- Networking clergy ideas and best practices.

Grants should also help advance a congregation's ministry in one or more of the following Catalyst focus areas:

- Community based ministries,
- Multi-cultural literacy,
- Justice work,
- Emerging new ministry/governance models,
- Leadership development and
- Spiritual formation.

Catalyst will accept requests in the Spring and Fall of each year. Applications received prior to March 31st will be considered by the Catalyst Team at the May meeting. Applications received by September 30th will be considered at the November meeting. Grants are awarded based on the merits of the program and availability of funds. Requests should typically be less than 50% of program costs.

The Catalyst team endeavors to be as generous as possible with the available funds. Typically grants are limited to a maximum of \$5,000. Applicants with programs that may need multi-year funding may reapply for up to 3 years, but amounts typically will decline each year as the local program generates support and sustainable funding, if intended as an ongoing program.

Evaluation criteria on which to base program success will be established for each grant. Future year funding, if needed, will be contingent on the evaluation criteria to measure success. If the evaluation criteria are not met, continued funding may be considered if program changes are proposed to address success. Recipients are asked to provide periodic updates on their program and are also expected to share what they learn through the project. This may take the form of a curriculum, study guide, how to manual or case study that the Catalyst team can then make available as a resource to other congregations so that together we may discover the way forward.

Please complete the following grant form and return electronically or by mail to The Wisconsin Conference UCC Office in care of Tisha Brown at tbrown@wcucc.org or by mail to 4459 Gray Road, DeForest, WI 53232.

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<i>For Office Use Only</i>	APPROVED	Yes	No	Amount	Date Approved
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Grant Request Form

1. Name of Person and Position Making Request:
2. Church Name and Mailing Address (This is where the grant money will be mailed if it is awarded. If more than one church is involved, attach a page with the names and addresses of the other participants.)
3. Contact Phone: _____ Email: _____
4. Date of Request: _____
5. How much money are you requesting? \$ _____

Program Description

6. Describe the Catalyst project for which you are requesting grant monies. Include the following points. The project description may be attached as a separate page.
 - a. The nature of the program and how it will be conducted. (250 words or less)

 - b. The need being addressed and how you identified this need. (250 words or less)

c. **SHIFT and CATALYST focus areas addressed (see grant guidelines).** (250 words or less)

d. **Ecumenical and Community Partners, if any, included in program and their participation.** (250 words or less)

e. **The timeline for the project** (250 words or less)

7. **What are the anticipated outcomes of this project. Include what outcomes you will achieve if you receive a grant that you wouldn't without the grant. (Attach additional pages, if more space is needed.)**

8. **How will you measure success and what Final Outcomes report or materials will be created to use as a resource for other churches, such as a curriculum, study guide, how to manual, case study, etc.? (Attach additional pages, if more space is needed.)**

Program Financing & Support

9. What is your program expense budget? (List all of the expense items associated with conducting your program or project. A simple budget covering Expenses (#9) and funding sources (#10) can be provided on a separate attached page instead of this form.)

Description of Expense

	\$
	\$
	\$
	\$
	\$
	\$
TOTAL EXPENSES	\$

10. What are your program sources of funding? (Note: the Total Sources should match the Total Expenses in #9.)

Description of Sources

Are the funds approved?

Catalyst Grant	\$		
	\$	Yes;	No
	\$	Yes;	No
	\$	Yes;	No
	\$	Yes;	No
	\$	Yes;	No
TOTAL FUNDING SOURCES	\$		

If any of the above funding sources are in-kind contributions, such as use of a building or equipment, etc.,) describe the in-kind contribution and explain how its value was calculated. (250 words or less)

11. If this is intended as an ongoing program, describe how it will be funded after the Catalyst grant expires and if you anticipate re-applying for additional Catalyst grant assistance. (250 words or less)

12. What does your local church contribute to the project . . .

a. **in terms of finances? You may refer to the budget above in #10 or that is attached.** (250 words or less)

b. **in terms of leadership and volunteers?** (250 words or less)

Please include a letter from your governing body authoring submission of this grant request and documenting approval of the local funding commitment from your church (required).

>> Submit Grant Request <<

Email or mail your grant request with any additional pages and the authorization letter to the Wisconsin Conference UCC Office in care of Tisha Brown at tbrown@wcucc.org or by mail to 4459 Gray Road, DeForest, WI 53232. If you submit the application through the web site, you only need to email/mail the additional pages and authorization letter.

Project Results

For Grant Recipients . . .

Within 2 months after completion of the project funded with support from the Catalyst grant, please provide a description of your project results including how the grant funds were used.