

## **New Life Congregational Grants Guidelines**

The Presbytery of West Virginia is offering grants to its congregations to encourage and support them in projects that will strengthen their ministry, enhance their mission, and/or improve relationships in the church and with the community. The funding of the New Life Congregational Grants comes from the presbytery's sale of vacated church properties. Twenty percent of funds received from such transactions will be set aside for property expenses of vacated properties. The remaining 80% will fund the New Life Congregational Grants program. The New Life Congregational Grants will be available to congregations as long as there are funds available. It is the hope of the Leadership Team that these funds from the end of one congregation's life will bring new life to other congregations.

These funds are intended to support new or expanding projects and will not reimburse for completed projects. Grant funds are then to be used within one year from the award date.

The New Life Congregational Grant program is offered in two tiers:

- Tier One – Covenant Grants: Grants up to \$2,000 to encourage creativity and increase vitality in congregations. These grants are available to any Presbytery of West Virginia congregation who completes a simple application explaining how the funds provided will be used to support the presbytery's core values (ministry, mission, and relationship) in their particular congregation. Session approval and final report required.
- Tier Two – Innovation Grants: Grants up to \$10,000 will be awarded to congregations for larger projects. These grants will require completion of a more extensive application (including detailed plans, goals, budget, timeline, and anticipated outcomes) and should also reflect the core values of the presbytery (ministry, mission, and relationship) and the congregation. Session approval and detailed final report required.

### **Outcomes**

Congregations who receive grants will be required to report the outcomes of their projects so that they may be celebrated and funds accounted for.

Funds awarded should be used by the congregation within one year of their allocation. Recipients are asked to return funds not needed for their project if the amount totals more than \$100. Returned funds will go back into the New Life Congregational Grants fund.

### **Eligibility**

Ordinarily, congregations who have received a Covenant or Innovation grant should not apply for another New Life grant until at least five years have passed. However, an application for an Innovation grant may be submitted by a congregation who received a Covenant grant after one calendar year following submission of the congregation's final report upon completion of their Covenant grant project.

Not eligible:

- \* Capital improvements. While we are generally not considering brick and mortar projects, if there is a piece of a project that would enable a ministry to happen where it otherwise would not, we would consider providing some funding toward the project.
- \* Endowment support
- \* Individual scholarships
- \* Salaries

### **Application Timeline**

Applications will be due, reviewed, and announced on the following schedule (while funds are available):

<b>Due Date</b>	<b>Review Timeline</b>	<b>Awards Announced</b>
July 1, 2020	July-Aug 2020	September 1, 2020
October 1, 2020	October-November 2020	December 1, 2020
January 1, 2021	January-February 2021	March 1, 2021
April 1, 2021	April-May 2021	June 1, 2021

The application can be found online at [www.wvpresbytery.org/documents](http://www.wvpresbytery.org/documents) under the Leadership Team Documents section.

Applications may also be submitted electronically by 5 p.m. on the due date to:

[office@wvpresbytery.org](mailto:office@wvpresbytery.org)

(If submitting by email, please save and submit the application and all attachments in one complete file.)

Or you may submit by mail to:

Presbytery of West Virginia  
New Life Grant Review Team  
520 Second Ave.  
South Charleston, WV 25303

### **A final word from the New Life Grant Review Team**

It is our goal to assist and support you toward a successful application. If you have questions, please reach out to the team by sending your question to [office@wvpresbytery.org](mailto:office@wvpresbytery.org) and it will be forwarded to the team to respond.

**Presbytery of West Virginia  
New Life Congregational Grant  
Application Cover Sheet**

Congregation:

Address:

City/State/Zip:

Federal Tax ID Number (EIN):

Primary Contact Person Name:

Phone:

Alternate Phone:

Email:

Secondary Contact Person Name:

Phone:

Alternate Phone:

Email:

Application for:           Covenant Grant (up to \$2,000)  
                                  Innovation Grant (up to \$10,000)

Grant Checklist

- Cover Sheet (must be included with every application)
- Session Approval (Copy of Minutes with Approval Action)
- Project Budget and Budget Justification page (must be included with every application)
- Covenant Grant Application   OR    Innovation Grant Application

Has this ministry received a New Life Covenant or Innovation Grant in the past?   Yes    No  
When?

**Presbytery of West Virginia  
New Life Congregational Grant  
Innovation Grant Details**

In addition to the Application Cover Sheet, please answer the following questions in detail.

1. **Ministry to be funded.** Please provide a summary of the overall purpose of the program/project to be funded.

2. **Projected Program Dates.** Please estimate your proposed program's beginning and ending dates.

3. **Goals of the Ministry.** What need or problem is being addressed, or outreach initiated?

Goals are broad statements of what you propose to do/the long-range benefits. (*What do we do? How do we do it? For whom do we do it? What value are we bringing?*) Example: This project will ease the uncertainty and anxiety of children entering the foster system by providing them with essential necessities such as a toothbrush, toothpaste, hairbrush, children's soap/body wash, children's shampoo, changes of clothing for the child's age, personal clothing (underwear, socks, pajamas), and age-appropriate books and toys.

## Innovation Grant Details, continued

4. **Outcomes.** List three to five specific outcome objectives of the program to be funded. (The objectives must be related to the goals and be meaningful and measurable.)
- Objectives: describe the beneficial results of the program. They tell WHO is going to do WHAT, HOW MUCH and HOW it will be measured.
  - Begin with "to," followed by an action verb. State results, not activities. Example: "To provide 50 backpacks filled with essential necessities for children entering the foster system"
5. In what specific way does this Ministry **meet the objectives** of the stated purpose of the New Life Grant initiative?

## Innovation Grant Details, continued

6. What is your congregation's **Mission Statement**? How does this ministry fit with your Mission Statement?

7. What is the amount you are requesting from the New Life Grant program? What funds or resources (including in-kind or other non-monetary) will be contributed by your congregation?

Describe in detail how these funds will be used and include a total projected budget for the program or project, including all other funding sources as well.

8. Describe plans to **measure** your progress and **evaluate** your project. It will be necessary to submit a final evaluation and final accounting of your project to the New Life Grant Team by the end of the grant period. A final reporting form will be provided with the grant agreement upon award.

**IMPORTANT: YOU MUST ATTACH A COPY OF THE SESSION MINUTES THAT INCLUDE THE MOTION APPROVING THE REQUEST FOR THIS GRANT.**

Date of Application submission:

Date of Application review/approval by New Life Grant Team:

**Presbytery of West Virginia  
New Life Congregational Grants  
Budget and Budget Justification**

Please provide the amounts and details of the funds related to your project, both from this New Life Congregational Grant proposal and from other supporting sources.

<b>Budget Category Item</b> (Modify these categories as appropriate for your project.)	<b>Budget</b> (from New Life Grant)	<b>Other Funding Sources</b> (describe source below)	<b>Total Budget</b>
Salaries and Wages*	N/A		
Fringe Benefits*	N/A		
Supplies (please specify type and quantity below)			
Travel (please specify below)			
Professional Fees			
Other Costs			
<b>Total Budget</b>			

**Budget Narrative.** Use this section to describe/justify the costs reflected above.

*Salaries/Wages/Fringe Benefits.* If you are contributing salaries/wages/benefits to this specific program, please explain the source of those funds.

*Supplies.* Please describe the supplies you will need in detail (# of items x cost per item).

*Travel.* If your project will require travel, please include and describe all costs (car rental and/or gas, air fare, lodging, meals).

*Professional Fees.* If your project/program requires outside speakers, please include their fees/expenses.

*Other Costs.* If there are other costs to your project not detailed above, please describe them here.