

Worshiping Communities Vital Worship Grants, 2021

Calvin Institute of Christian Worship

Eligibility Question Group

My organization is tax-exempt.*

Please note: Vital Worship Grants can only be awarded to tax exempt organizations.

Choices

Yes

No

I am able to attend the Vital Worship Grants Event (June 22-24, 2021 and June 21-23, 2022)*

The Project Director is required to attend two Vital Worship Grants Events (all-expenses paid) and should keep these dates open on their calendar. If the Project Director does not have these dates open, a new Project Director should be chosen before completing the application.

Choices

Yes

No

Contact and Information Form

Name of organization & year*

Please format as follows: "Community Church, 2021"

Character Limit: 100

Organization's Denomination*

Character Limit: 250

Have you received a Vital Worship Grant before?*

Choices

Yes

No

If yes, in what year(s)?

Character Limit: 100

How did you learn about this program?*

Character Limit: 500

Amount Requested*

Total grant funding cannot exceed \$15,000 for an individual organization, or \$18,000 for a collaborative project between 2 or more organizations.

Character Limit: 20

Project Director Name*

The main role of a project director is to

- administer the grant project.
- be the key contact for the Calvin Institute of Christian Worship.
- attend the all-expenses paid Vital Worship Grants Event twice.

This should be the same person listed as "Applicant" above, and the person whose qualifications are listed in question #13.

Character Limit: 100

Project Director Title or Role in Organization*

Character Limit: 100

Project Director Email*

Character Limit: 254

Project Director Mailing Address*

Character Limit: 250

Project Director Phone Number*

Character Limit: 100

Budget Officer Name*

This person must be different than and unrelated to the Project Director and the Person Legally Responsible.

Character Limit: 250

Budget Officer Title or Role in Organization*

Character Limit: 250

Budget Officer Email Address*

Character Limit: 254

Budget Officer Mailing Address*

Character Limit: 250

Budget Officer Phone Number*

Character Limit: 20

Person Legally Responsible Name*

Identify the person at your organization who will serve as the person legally responsible for your grant project. Often this is a pastor, board member, or member of the council. This person must be different than and unrelated to the Project Director and the Budget Officer.

Character Limit: 100

Person Legally Responsible Title or Role in Organization*

Character Limit: 250

Person Legally Responsible Email Address*

Character Limit: 254

Person Legally Responsible Mailing Address*

Character Limit: 250

Person Legally Responsible Phone Number*

Character Limit: 20

Foundation and Purpose

*“A rationale makes explicit the assumptions and arguments that stand behind a project. A project advances certain claims about the condition, its response, and the supporting organization.” —Kathleen Cahalan, *Projects That Matter**

Project Summary*

1. Briefly summarize your project plan in 1-2 concise sentences. Explain what will be done, by whom, and for what purpose. For example, “Because we see _____, we hope to implement a project that _____, in order to promote_____.”

Character Limit: 750

Project Plan*

2. Expand on your brief summary by explaining your plan more fully, identifying the needs or opportunities that this project will address, and naming the patterns and habits of worship you hope will be visible in your congregation or worshiping community as a result of this project. In other words: a) what are the goals you hope to accomplish in this project, b) what will you do to accomplish those goals, and c) what impact will it have on your congregation or organization?

Character Limit: 3000

Theological Reflection

“At the heart of worship is sheer wonder at the beauty of God, gratitude for the gospel of Christ, and eagerness to promote self-giving service in God’s world.” —Calvin Institute of Christian Worship

Your description of worship*

3. How would you describe your understanding of Christian worship?

Character Limit: 2000

Worship in your project*

4. Describe concretely how your project draws on and carries forward your understanding of Christian worship as described above.

Character Limit: 3500

What informs your project?*

5. How might scriptural texts, the wisdom and practices of Christian traditions other than your own, or global and cultural considerations inform your project and lead your congregation or worshipping community to fuller participation in worship?

Character Limit: 3500

Bibliography*

6. List all the books, articles, and other resources that have guided the development of your proposal and will inform your work.

Character Limit: 10000

Expanded Bibliography*

7. Choose 2 or 3 resources named above, and briefly describe what you have learned from this book, person or resource.

Character Limit: 4000

Community

“In New Testament thinking, nobody gains union with Christ by himself. No one is in Christ by herself. . . . As Christians we are members of a worldwide and local body, a whole team of believers, ‘a great cloud of witnesses’ (Heb. 12:1).” —Cornelius Plantinga, Jr. and Sue A. Rozeboom, *Discerning the Spirits: A Guide to Thinking about Christian Worship Today*

Worship Attendance*

8. What is your average weekly worship attendance?

Character Limit: 1000

Mission & History*

9. How does your project express and strengthen your congregation's or organization's mission and how does your project grow out of your congregation's or organization's unique history?

Character Limit: 2000

Strengthening Congregational Life*

10. How will this project nourish healthy congregational life? If your project is focused on a particular group, how will this project strengthen unity and sense of community in your congregation or organization?

Character Limit: 3500

Creating the Proposal*

11. Describe the process through which you created this proposal.

Character Limit: 2000

Collaborators*

12. Who collaborated in developing this project?

Please provide the following information for 5 people:

1. Name

- Role in church or organization
- Gifts/credentials (We are looking for a short list format here, not a CV)
- Email

2. Name

- Role in church or organization
- Gifts/credentials (list form is fine)
- Email

Character Limit: 1500

Project Director Qualifications*

13. Describe the qualifications of the person who will be chiefly responsible for leading this project.

Please include the following information:

- Project Director's name
- Education
- Current Role in the church or organization & length of time in this role

- Relevant prior employment and volunteer experience, if any
- Relation to the community beyond the congregation or organization that is applying
- Any publications or other projects that would demonstrate competence
- Other information you would like to share with us

Please note that Project Directors of funded projects are required to attend the Vital Worship Grants Events (June 22-24, 2021 and June 21-23, 2022). Please ensure that the person your team chooses to be the Project Director is available for these dates. The Project Director should keep these dates open.

Character Limit: 5000

Implementation Team*

14. In addition to the Project Director, who will serve on your Implementation Team and what are the gifts and credentials that they provide?

Please provide the following information for 5 people:

1. Name

- Role in church or organization
- Gifts/credentials (We are looking for a short list format here, not a CV)
- Email

2. Name

- Role in church or organization
- Gifts/credentials (list form is fine)
- Email

Character Limit: 5000

Implementation Team Accountability*

15. How will your implementation team be accountable to each other and to the church or organization's leadership?

Character Limit: 1000

Timeline*

16. Write a month-by-month timeline (June to June) that describes how the implementation of your project will unfold.

Character Limit: 5000

Beyond the Project

“Although grant funds cannot be used for dissemination following the grant year, our goal is to keep the momentum of learning going, to nurture a culture of ongoing learning.” —Calvin Institute of Christian Worship

Participants*

17. In what ways might project participants be changed and renewed by their involvement in this project?

Character Limit: 1000

Assessment*

18. Describe a process beyond a survey for assessing your project, such as a conversation or other method of gathering feedback from participants and partners. How will you know if you have met your goals?

Character Limit: 1000

Celebration*

19. How will the results and fruits of your project, and the learning and growth it brings about, be celebrated in your congregation and communicated to a larger community? How might your project provide help, inspiration, and resources to other congregations and communities?

Character Limit: 2000

Budget Proposal

Budget Upload*

- Please upload your budget proposal.
- You must use the <http://www.calvin.edu/cicw/grants/2019%20Worshipping%20Communities%20Grant%20BUDGET%20Proposal.xlsx> Excel form provided.
- The total on this form must match the amount requested indicated above in the section "Contact and Information Form."

File Size Limit: 2 MB

Supplementary Materials

In this section, you will need to upload the following documents:

- A **reference letter**, addressed to the Vital Worship Grants Team, from a pastor, administrator, officer, or the board, council, or presbytery of your congregation,

community, or organization indicating support for the proposed initiative (this person needs to be someone other than the project director).

- A **statement of purpose, profile, or vision statement** of your church, community, or organization seeking funding.
- A copy of your **annual budget, showing the budget for worship**, of your church, community, or organization.
- A completed **W-9**. This gives us your EIN (Employer Identification Number).
 - If you are in Canada please send us verification of your TIN (Tax Identification Number).
- If you are a religious organization, please upload documentation verifying your **tax-exempt 501(c)(3) status**. Not required for individual churches.

Reference Letter*

A **reference letter**, addressed to the Vital Worship Grants Team, from a pastor, administrator, officer, or the board, council, or presbytery of your congregation, community, or organization indicating support for the proposed initiative (this person needs to be someone other than the project director).

File Size Limit: 2 MB

Statement of Purpose*

A **statement of purpose, profile, or vision statement** of your church, community, or organization seeking funding.

File Size Limit: 2 MB

Annual budget for your organization*

A copy of your **annual budget, showing the budget for worship**, of your church, community, or organization.

You may want to highlight or circle the budget for worship as it appears in your annual budget.

File Size Limit: 3 MB

W9*

- Upload a **completed and signed** W9 with the **Tax ID number for your organization**, not for an individual.
- You can download a W9.
- Please double-check that you did not upload a blank W9.

File Size Limit: 2 MB

Tax-exempt documentation

Religious organizations need to provide documentation from the IRS that they are a tax-exempt 501(c)(3) status.

Churches do not need to provide this documentation.

File Size Limit: 2 MB

Additional Supplemental Materials

If you wish to include any other supplementary materials, you may upload them here.

Character Limit: 250 | File Size Limit: 12 MB

Administrative Use

Organization Type

Choices

MIN
EDU
ORG
PUB

Tradition

Choices

Anglican tradition
Baptist
Congregationalist
Evangelical
Holiness
Interdenominational
Lutheran
Methodist
Non-Denominational/Independent
Orthodox
Other Groups
Pentecostal
Reformed/Presbyterian
Restoration
Roman Catholic

Region Name

Choices

Midwest
Northeast
Pacific
South
South Midwest
West

Grant Category

Check all that apply:

Choices

Accessibility
Alternative
Bilingual
Drama/Dance
Education/Leadership
Intergenerational
Liturgy
Multicultural
Music
Sacraments
Architecture/Space
Technology
Vertical Habits
Visual Arts
Youth

One-sentence grant summary

Add later

Character Limit: 250