Your final step is to review the checklist and submit your proposal materials.

**Review the following checklist:**

- [ ] Explored with a team resources on vital worship. (step 1)
- [ ] Identified key aspects of worship we would like to work on. (step 2)
- [ ] Reviewed grant cycle timeline and decided this year was right for sending in a proposal. (step 3)
- [ ] Read the proposal guidelines. (step 3)
- [ ] Downloaded the “Grant Proposal Form” and answered each question with 1-2 paragraphs. (step 3)
- [ ] Downloaded the “Proposed Budget” template and filled it out with extended narrative on each item (double checked equipment costs do not exceed 10% of total grant and requests for salaries and administrative support do not exceed 20% of the total grant request). (step 3)
- [ ] Went online to fill out the **Contact and Information Form** and uploaded our completed **Grant Proposal Form & Proposed Budget**. (step 4)
- [ ] Gathered supplemental materials required:
  - [ ] Reference **letter** 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)
  - [ ] Statement of purpose, profile, or vision statement of your church, community, or organization seeking funding
  - [ ] Annual budget, showing the budget for worship, of your church, community, or organization
  - [ ] Determination letter from Internal Revenue Service indicating your EIN number and filing status (or the equivalent from the Canadian Revenue Agency)
- [ ] Made paper copies of what needs to be sent by mail.

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Submit online (closes after January 10, 2016):

☐ Your **Contact and Information Form, Grant Proposal Form, and Proposed Budget**

*PLEASE NOTE*: The Contact and Information Form will require contact information on your organization, a tax ID number, grant amount requested, contact information for the project director, the person legally responsible for signing grant contracts, and the budget officer. At the end of the Contact and Information Form you will upload your completed “Grant Proposal Form” (Word.doc) and “Proposed Budget” (Excel.doc).

Send by mail (postmarked by January 10, 2016):

☐ Contact and Information Form – 1 copy of confirmation email received after online submission
☐ Grant Proposal Form – 13 copies of word.doc printed out  *double sided printing, add budget at end, then staple together
☐ Proposed Budget – 13 copies of excel.doc printed out
☐ Reference letter – 2 copies
☐ Statement of purpose, profile, or vision statement – 2 copies
☐ Annual budget, showing the budget for worship – 2 copies
☐ Determination letter from IRS – 2 copies

Send to:

Vital Worship Grants Program
Calvin Institute of Christian Worship
1855 Knollcrest Circle SE
Grand Rapids, Michigan  49546-4402

We look forward to receiving your proposal!
We will confirm our receipt of your proposal with an email to the project director by late February.