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)

☐ 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

  ☐ Tax-exempt 501c(3) Determination Letter from the Internal Revenue Service (or the equivalent from the Canadian Revenue Agency) indicating your tax-exempt status.

    • If you know you have 501c(3) status but have lost your determination letter, receive a copy by calling the IRS Customer Service for nonprofit organizations at 1-877-829-5500 and give them your corporate name and EIN (Employer Identification Number) if you have it.

    • If you are not sure you have 501c(3) status visit irs.gov.

☐ Made paper copies of what needs to be sent by mail (see below).

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Submit online:

Please note: Be prepared to give 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. Please list three, unrelated, people in these roles. At the end of the Contact and Information Form you will upload your completed “Grant Proposal Form” (Word.doc) and “Proposed Budget” (Excel.doc).

After clicking 'Submit' the person listed as "project director” will receive an email confirmation that it was received.

☐ Submitted the Contact and Information Form (uploading the Grant Proposal Form and Proposed Budget)

And send by mail:

Gather hard copies of the following items to send by mail:

☐ 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
☐ Tax-exemption 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!