

Dear Prospective Grant Applicant,

Through the Worship Renewal Grants Program, hundreds of congregations, Christian colleges and seminaries throughout North America have engaged in a yearlong process of worship renewal.

Projects funded by the Worship Renewal Grants Program and generously supported by Lilly Endowment Inc. have included (but are not limited to)—


- An in-depth study of the theology of worship
- Reflection and study of baptism or the Lord's Supper and ways in which the sacraments connect with the life of the congregation
- Exploration of creativity in worship through music, dance and the arts
- Collaboration of pastor and lay leaders to plan worship that carefully integrates the sermon with other components of the service
- A yearlong process that encourages the unique gifts of people of all ages to be used in planning and leading worship

Many congregations have discovered that a year focused on worship renewal has led to renewed lives that increasingly reach out to the world with the good news of the gospel. They have taught us that when churches are engaged in worship renewal, others are drawn to worship with them. A Worship Renewal Grant can plant seeds of renewal that will continue to grow long after the grant year.

You are invited to join this exciting process of renewal by submitting a proposal for a Worship Renewal Grant. This brochure includes the grant timeline, application and guidelines for funding. In the past many excellent proposals have been sent to us for projects that have great value but are not within the grant guidelines. Funding can be considered only for projects creatively developed for worship renewal as described in this brochure. The Worship Renewal Grants Program has become very competitive and while we are unable to fund all excellent projects, we have heard from many congregations who have developed proposals that the process was meaningful, regardless of the outcome regarding the grant.

You are invited to carefully study this brochure and work collaboratively with others in your congregation to develop a proposal that is intended to bring renewal to worship in your congregation. After studying the brochure, please contact us at worshipgrants@calvin.edu with any questions you may have.

In Christ,



John D. Witvliet, *Director, Calvin Institute of Christian Worship*



Betty J. Grit, *Manager, Worship Renewal Grants Program*

Purpose

The Worship Renewal Grants Program at the Calvin Institute of Christian Worship is designed to strengthen and sustain well-grounded worship renewal in congregations throughout North America. Made possible through the generous support of Lilly Endowment Inc., these grants are intended to serve a grass-roots constituency of those who value the vitality of the worship life in their local Christian communities in a variety of denominations. Through its grant program, the Calvin Institute of Christian Worship intends to stimulate thoughtful and energetic work that will result in worship services that exhibit renewed creativity, theological integrity, and relevance.

Eligibility

Any team of people with leadership roles directly related to the worship life of a congregation, school, church-related organization, or other ministry in North America is encouraged to apply. This includes pastors, educators, church staff persons, church musicians, artists, architects, and scholars.

Grants will be awarded to churches and other nonprofit organizations, including colleges, seminaries, and other church-related organizations.

Proposals for a Worship Renewal Grant result from a process of collaboration within an organization. *Funded projects will engage leaders in a learning process that will significantly impact worship in the congregation.*

Amount and Duration of Grants

Grants will range from \$5,000 to \$15,000. In unique situations, where there is substantial collaboration or where a grant impacts a large group of people, applicants may apply for grants up to \$20,000. In May of each year, about 50 grants will be awarded. The timeline for the project (see page 8) should begin in May of the year in which the grant is awarded and be completed by May 31 of the following year.

Selection Criteria

Projects must

1. have the potential to generate renewed interest, thoughtfulness, and energy for public worship at the local, grass-roots level,
2. be linked with the worship life of a particular community or congregation(s),
3. include a component of theological reflection on the meaning and purpose of public worship,
4. be both realistic and visionary.

Selection Preferences

In addition to the above non-negotiable criteria, the selection process will also reflect several preferences. Though these are not requirements, we will give preference to projects

- ◆ that are collaborative, involving the coming together of people for study, planning, and creating,
- ◆ that come from communities with limited financial resources that otherwise would not be able to support this project,
- ◆ that have the potential to model worship renewal for a broad range of churches,
- ◆ that have a clear plan for the dissemination of the results of their program to a larger audience,
- ◆ that nourish intergenerational community, rather than segmenting groups of worshippers.

What is Worship Renewal?

Worship renewal cannot be reduced to a formula or generated by a set of techniques. As you begin your planning, we invite you to prayerfully consider these dynamics and characteristics of worship renewal, which we continue to learn about from the work of congregations.

- Worship renewal cannot be produced or engineered by human ingenuity, but is a gift of God's Spirit. Renewal is a gift for which we pray, rather than an accomplishment we achieve.

Likewise the Spirit helps us in our weakness; for we do not know how to pray as we ought, but that very Spirit intercedes with sighs too deep for words. And God, who searches the heart, knows what is the mind of the Spirit, because the Spirit intercedes for the saints according to the will of God.

—Romans 8:26-27, NRSV

- Worship renewal mines the riches of scripture and leads worshipers to deeper encounters with Christ and the gospel message.

O God, you are my God, I seek you, my soul thirsts for you; my flesh faints for you, as in a dry and weary land where there is no water. So I have looked upon you in the sanctuary, beholding your power and glory.

—Psalm 63:1-2, NRSV

- Worship renewal arises from, and leads to, the full, conscious, and active participation of all worshipers—young and old, the powerless and powerful, newcomers and lifelong worshipers.

In the restoration and promotion of the sacred liturgy, this full and active participation by all the people is the aim to be considered before all else; for it is the primary and indispensable source from which the faithful are to derive the true Christian spirit . . . The Church, therefore, earnestly desires that Christ's faithful, when present at this mystery of faith, should not be there as strangers or silent spectators; on the contrary, through a good understanding of the rites and prayers they should take part in the sacred action conscious of what they are doing, with devotion and full collaboration.

- Vatican II, Constitution on the Sacred Liturgy, nos. 14, 48.

- Worship renewal leads a congregation beyond itself, to give itself away to minister to the needs of the local community and the world.

The way we talk in worship affects the way we talk in the rest of our lives, and vice versa . . . The words of worship are like stones thrown into the pond; they ripple outward in countless concentric circles, finding ever fresh expression in new places in our lives. . . . It's a provocative idea—worship as a soundtrack for the rest of life, the words and music and actions of worship inside the sanctuary playing the background as we live our lives outside, in the world.

—Thomas G. Long, *Testimony: Talking Ourselves into Being Christian*

- Worship renewal happens best in healthy congregations, which are marked by honesty, integrity, unity, and pastoral concern for each worshiper.

Congregational worship should be integrated with the whole life of the congregation. It can serve as the "source and summit" from which all the practices of the Christian life flow. Worship both reflects and shapes the life of the church in education, pastoral care, community service, fellowship, justice, hospitality, and every other aspect of church life.

—John D. Witvliet, editor's foreword, *Vital Worship*, Healthy Congregations series, The Alban Institute

These principles are explored further in the prologue to *The Worship Sourcebook* and the Nairobi Statement on Worship and Culture. To read these documents, go to the Grants section of our website, www.calvin.edu/worship.

Ten Core Convictions About Christian Worship

On the tenth anniversary of the Calvin Institute of Christian Worship in 2007, we identified ten core principles and practices to present as our central convictions about vital Christian worship. We pray that these ten convictions have already been at the heart of our work so far, and we pledge that they will be even more formative for our institute in the work that lies ahead of us. And we hope our many ecumenical partners and contacts find them clear, compelling, and most of all enriching for their own worship and ministry. (See www.calvin.edu/worship/ten for related scripture texts, discussion questions, and other resources.)

These ten core convictions are not *innovations*. They are timeless truths from Scripture and the rich history of Christian worship. Today, each conviction remains theologically crucial, pastorally significant, and culturally threatened. The importance of one or all of these convictions risks being obscured by cultural trends outside the church, and disputes about the mechanics and style of worship within the church. This attempt to reiterate and reinforce the importance of these ten core convictions will lead, we pray, to more fruitful (if not necessarily easier) conversations about the meaning and practice of Christian worship.

Christian worship is immeasurably enriched by

- 1. a vivid awareness of the beauty, majesty, mystery, and holiness of the triune God**
- 2. the full, conscious, active participation of all worshipers, as a fully intergenerational community**
- 3. deep engagement with scripture**
- 4. joyful and solemn celebrations of baptism and the Lord's Supper**
- 5. an open and discerning approach to culture**
- 6. disciplined creativity in the arts**
- 7. collaboration with all other congregational ministries**
- 8. warm, Christ-centered hospitality for all people**
- 9. intentional integration between worship and all of life**
- 10. collaborative planning and evaluation**

* * *

These ten criteria are applicable not only in specific cultural settings. They have as much to say about corporate worship offered in Kenya or Korea as in Canada or the United States. They are the kind of questions that apply to contextual ministry in any setting.

They are also *theological*. They emerge not only out of historical study or aesthetic preference, but also out of reflection on the mystery of the gospel that Christians proclaim. Long-term worship renewal doesn't come out of singing a little faster, praying a little harder, or making worship a bit more proper or a bit more fun. Worship renewal can issue only from the depth and mystery of the gospel that Christians proclaim. Christian worship is strongest when it is integrally and self-consciously related to the person and work of Jesus Christ and the power of the Holy Spirit.

Some help in thinking through proposals...

As you and your collaborators brainstorm, refine, and develop your idea for worship renewal in your congregation or community, reflect on the long-term scope of your project—where it is coming from and where it is going. Think of your project in terms of planning, implementation, and long-term transformation. A worship committee, pastoral staff, or worship team might use questions like these:

- How can we help our congregation to pray more honestly and deeply through the words we speak and the music that we sing together?
- How can we proclaim the gospel message more meaningfully through preaching, music, and the arts?
- How can we more intentionally practice Christian hospitality and justice in worship?
- How can we celebrate baptism and the Lord's Supper in more profound and significant ways?
- What practices will form our congregation more richly in the contours of the Christian faith?
- How can we improve patterns of communication among worship leaders and between our leaders and all members of the congregation?

Note that these questions focus on the *purpose* and *meaning* of worship rather than the *style* and *mechanics* of worship. They can lead to suggestions about specific worship practices, but they begin by probing deeper issues.

We encourage you to reflect on both the **activities** and **actions** your project will involve, on the **results** and **habits** of worship it will bring about, and on the **impact** and **transformation** for which God may use your project.

Range of Possible Projects

We encourage you to be creative as you imagine the different kinds of projects that could qualify for grant support. We especially encourage projects that focus on the central actions of worship, such as Scripture reading, congregational prayer, baptism and the Lord's Supper, and preaching. This list is only a small sampling of the wide range of possible projects.

- a collaborative process to develop visual art for worship, including a church education course on the arts in worship *and invites the gifts of member of the congregation to create the art.*
- a consultation and education program on worship space or environment (note: major construction and renovation projects are not eligible for funding)
- a church leadership project that involves the study of the history and theology of Christian worship
- the cooperative development of a series of worship services by worship teams and pastors from several congregations *with opportunity for feedback and reflections on what has been learned.*
- a collaborative program to improve both the preaching and listening skills of pastor and congregation *which includes an intergenerational team of learners.*
- a process to introduce more thoughtful ways of celebrating baptism and the Lord's Supper in your congregation

Regardless of what your idea is, consider your project as initiating a **process**, not producing a **product**. How will your project strengthen and sustain ongoing habits of learning, reflection, and renewal that develop *throughout* and *beyond* the time period of your project?

For summaries of grants previously awarded and additional sample proposals, see the Grants section of our website, www.calvin.edu/worship. Please note that posters created by past grant recipients will give detailed information on each project.

Sample Proposals

The following are sample proposals. These are presented to stimulate, rather than limit, your imagination as you develop ideas for your proposal.

Lord's Supper Renewal. Imagine a program to learn about the history and meaning of Lord's Supper practices, to visit other congregations and learn about ways they have made celebrations of the Lord's Supper more meaningful, to educate both children and adults about the meaning of the Lord's Supper.

Preaching Renewal. Imagine a program that would make the process of sermon development more participatory, whereby a group of members of the congregation would agree to participate in a Bible study on the sermon text perhaps two weeks ahead of a service. This group could participate in a retreat on the nature of good preaching, and then provide preaching pastors with regular feedback on preaching ministry.

Intergenerational Worship. Your leadership team is beginning to wonder how you can make your worship equally accessible and meaningful to young and old alike. While you have many children in your congregation, many adults and even seniors are also present. Their experiences are so diverse. It seems like a very difficult task to hold them together in worship. You wonder if it would be better to have separate services for each. So you plan to draw together a team of leaders who will research what others have done, consider the needs and desires of each age group in your congregation, develop a means for communicating your intentions to each, create opportunities to help the generations understand each other, and plan worship services with all ages in mind.

Ecumenical Collaboration. Within your community, people who work and study together worship in several congregations. You have noticed that there is an increasing competitiveness between the congregations. You would like to invite the congregations to partner in a process of learning about worship and exploring worship renewal through music, dance, drama and visual arts. The pastors and members of the congregations will come together quarterly to learn and reflect together.

Grants Program Consultation

You are invited to submit your ideas for a grant project for feedback about the suitability or direction of your proposal. Please complete these steps:

- Study the brochure, sample proposals and grant criteria. Brainstorm your idea with others.
- Write brief responses to 1 through 4 of the proposal questions.
- Ask: Does it meet the criteria of grants the Worship Institute is able to fund?
- Review, refine, focus your idea.

Email the brief responses, a draft budget showing how grant funds would be used and any questions you may have to worshipgrants@calvin.edu or fax it to (616) 526-7168. Please include city and state, phone and email information as well as the name of a contact person. We will be happy to provide a brief initial consultation to help you determine if your idea fits the Worship Renewal Grants Program criteria.

Because of the large number of churches and organizations that apply for grants, we cannot guarantee funding. However, we hope these steps will guide you in developing your proposal so that it falls within the guidelines of projects we may be able to fund. We look forward to receiving your proposal ideas!

Commonly Asked Questions

Q. What is eligible for funding?

A. Any proposals that meaningfully and wisely address the purpose of the Worship Renewal Grants Program are eligible for funding. The purpose of the program is to bring people together for theological reflection and training for worship in a learning process that forms long-term habits of worship that can be shared with other congregations.

Q. What is not eligible for funding?

- Compensation to your staff or volunteers for planning, teaching or administration that exceeds 20% of the total grant
- Equipment costs that exceed 10% of the total grant
- Production and replication of CDs, DVDs, books and videos
- Production of web-based resources
- Building renovations and other construction costs
- Extensive travel that exceeds 10% of the total grant
- Food costs that are not connected to a learning or reflection process related to worship renewal
- Attending or hosting a conference, concert, summer camp or other one-time event that is not part of a yearlong learning process
- Grant funds may be used for some refreshments or meals but only when they are part of the learning and reflection process.

Q. Are schools eligible?

A. Yes. Christian institutions of higher education, campus ministry settings, and parochial and private schools are encouraged to apply.

Q. What if our proposal is not funded?

A. Unfortunately, we will not be able to fund all proposals. But proposals may be revised and submitted for consideration in a subsequent year.

Q. If we are awarded a grant, how will we receive the funds?

A. The Calvin Institute of Christian Worship will issue a check to the church or organization that is applying. Funds will not be awarded directly to individuals.

Q. What is the scope of the program? How many proposals will be funded?

A. We typically fund approximately 50 projects each year.

Q. What are the guidelines for establishing our budget?

The specific ways you propose to use grant funds will be a major factor in the selection of projects for funding. To assure that your budget clearly identifies the use of grant money:

- Carefully identify all expenses necessary to the completion of the project. Ask, “How does this item support the main goal of the grant?”
- Include in the budget all anticipated income, including registration fees, cash and donations from participating churches and organizations. Deduct anticipated income from the amount requested.
- If the total budget of your project exceeds the amount that will be covered by this grant, identify those items that will be funded by the grant and those that will be funded by other sources.
- Include a Budget Narrative that explains each item and how it relates to the goal of your grant.

See sample budget at www.calvin.edu/worship/grants/budget.php

Reporting

Grant recipients will be required to provide a summary of their work to date and a mid-year budget report halfway through the implementation of their program. A complete report, including a financial report, will be submitted at the conclusion of the grant year. The final report will summarize the activities of the project, describe what you learned about worship renewal including how the project has deepened habits of worship in your congregation, and indicate how your learning could benefit other congregations or organizations.

Grant Project Development Event

Project directors of funded projects will gather in mid-June in Grand Rapids, Michigan for a three-day event. During this time, grant recipients will explore the implications of worship renewal, grant administration, empowering people, and maximizing publicity for their project. Grantees will have the opportunity to network with current grant recipients, and learn from the experiences of previous grant recipients.

Grant Colloquium

At the conclusion of a grant year, all grant project directors will gather for a three-day conference to communicate the results of their work and discuss appropriate means for disseminating the results or insights from their projects to larger audiences.

Attendance at these two events is required. The Calvin Institute of Christian Worship will coordinate and pay for all travel, housing, and meal costs for these events.

Grant Cycle Timeline for 2009-2011

2009-2010

January 10, 2009	Proposals Postmarked by January 10 (firm deadline)
May 1, 2009	Grant Decisions Announced
June 1, 2009	Grant Funds Distributed
June 23 - 25, 2009	Worship Renewal Grant Project Development Event
December 1, 2009	Mid-Year Report Due
June 29-July 1, 2010	Worship Renewal Grant Colloquium
July 15, 2010	Final Report Due

2010-2011

January 11, 2010	Proposals Postmarked by January 11 (firm deadline)
May 1, 2010	Grant Decisions Announced
June 1, 2010	Grant Funds Distributed
June 29-July 1, 2010	Worship Renewal Grant Project Development Event
December 1, 2010	Mid-Year Report Due
June 21-23, 2011	Worship Renewal Grant Colloquium
July 15, 2011	Final Report Due

2011-2012

January 10, 2011	Proposals Postmarked by January 10 (firm deadline)
May 1, 2011	Grant Decisions Announced
June 2, 2011	Grant Funds Distributed
June 21-23, 2011	Worship Renewal Grant Project Development Event
December 1, 2011	Mid-Year Report Due
Mid-June 2012	Worship Renewal Grant Colloquium
July 15, 2012	Final Report Due

The Calvin Institute of Christian Worship

The Worship Renewal Grants Program is administered by the Calvin Institute of Christian Worship at Calvin College and Calvin Theological Seminary in Grand Rapids, Michigan. This Institute aims to promote the scholarly study of the theology, history, and practice of Christian worship and the renewal of worship in local congregations. The implementation of this mission is guided by the following commitments:

1. *Integration of Faith and Learning.* Worship can be immeasurably enriched by rigorous study of the history, theology, and practice of Christian worship. The Institute intends to model the integration of faith and learning that is at the heart of the college and seminary's mission.
2. *World Perspective.* We have much to learn from Christian worship in ancient North Africa and modern-day Korea, in medieval Europe and modern-day South America. The Institute intends to promote learning about and from Christian worship in all times and places.
3. *Inter-disciplinary Scope.* Artists, theologians, cultural anthropologists, missionaries, musicians, historians, pastors, and sociologists all have unique insights into ways Christians may worship God more profoundly. The Institute intends to promote active discussions among practitioners of several disciplines.
4. *Wide Ecumenical Audience.* The Institute intends to respect and cultivate the strengths of the Reformed, evangelical tradition in which Calvin College and Calvin Theological Seminary stand, as well as to engage Christians in other traditions.
5. *Constructive Purpose.* The Institute is charged to encourage public worship that is both spiritually vital and theologically rooted, that has both integrity and relevance, and not to promote unnecessary divisions over worship styles.

Range of Initiatives

1. **Curriculum.** The Institute provides courses at the college and seminary in the study of worship.
2. **Ministry Resource Center.** The Institute provides a collection of library resources to support the scholarly study of worship-related topics and to provide practical worship-related resources for local congregations.
3. **Scholarly Conferences and Publications.** The Institute serves as a catalyst for the scholarly study of Christian worship through a series of scholarly conferences and subsequent published volumes of research on worship-related topics.
4. **Conferences.** The Institute promotes worship renewal in local congregations by sponsoring both the annual Calvin Symposium on Worship each January and regional conferences offered at sites throughout North America.
5. **Outreach to Churches.** The Institute and Calvin Theological Seminary sponsor local and regional educational events and retreats at locations throughout North America.
6. **Published Worship Resources.** The Institute sponsors a series of published resources in cooperation with several publishing companies.
7. **Consulting.** The Institute will provide assistance and consultation for congregations that seek to promote renewal of worship.

Worship Renewal Grants Program Staff

John D. Witvliet is Director of the Calvin Institute of Christian Worship. His responsibilities include oversight of the Institute's practical and scholarly programs and teaching courses in worship, theology, and music. He holds graduate degrees in theology from Calvin Theological Seminary, in music from the University of Illinois, and the Ph.D. in liturgical studies and theology from the University of Notre Dame.

Betty Grit is the Manager of the Worship Renewal Grants Program for the Calvin Institute of Christian Worship. She brings to CICW her experience in planning and leading worship, publication development and teaching. Her responsibilities include administering all aspects of the grants program.

The Worship Renewal Grants Program Advisory Board consists of liturgical leaders and scholars from a variety of backgrounds. Board members read grant proposals in their entirety and rank them according to criteria such as merit and potential, broad participation, and appropriateness of budget. The board meets at Calvin College to discuss and evaluate the merits of each proposal and make recommendations for funding.

Worship Renewal Grants Program Advisory Board

James Abbington, Associate Professor of Music and Worship, Candler School of Theology, Emory University, Atlanta, Georgia

Douglas Brouwer, Pastor, First Presbyterian Church, Fort Lauderdale, Florida

William Dyrness, Professor of Theology and Culture, Fuller Theological Seminary, Pasadena, California

C. Michael Hawn, Professor of Church Music, Perkins School of Theology, Southern Methodist University, Dallas, Texas

William H. Johnston, Assistant Professor, Department of Religious Studies, University of Dayton, Dayton, Ohio

Duane Kelderman, Vice President for Administration and Assistant Professor of Preaching, Calvin Theological Seminary, Grand Rapids, Michigan

Karen M. Ward, Pastor, Church of the Apostles, Seattle, Washington

Joyce Ann Zimmerman, Director, Institute for Liturgical Ministry, Dayton, Ohio

APPLICATION PROCESS

To apply for a Worship Renewal Grant, complete the following process:

- Answer the **Proposal Questions** in no more than two paragraphs for each question. Proposals should typically be 4 to 6 pages, single-spaced, typed and stapled (no bound covers). The **budget** and **budget narrative** will be additional pages attached to each copy of the proposal.
- Send us eleven copies of your proposal.
- Complete the **Proposal Information Form**. Attach one copy as the cover page to each of the eleven copies of your proposal. (**NOTE:** We recommend that you fill out the Proposal Information Form on our website and print it out.)
- Submit two additional copies of the **Proposal Information Form**.
- In addition to the proposal, please send **two** copies of these **supporting materials**:
 - ◆ A list of 5 people who collaborated with you in developing this project. Please give their names, email addresses and their role in the congregation.
 - ◆ A 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.
 - ◆ A completed **Project Director Qualifications Form**.
 - ◆ Statement of purpose or profile of your church, community, or organization seeking funding.
 - ◆ A copy of the annual budget for the worship area at your church, community, or organization.
 - ◆ Any other materials that will provide information about your vision and organization.

PLEASE NOTE: Supporting materials cannot be returned.

All proposals must be postmarked by **January 10** (firm deadline). Proposals must be **mailed**. Submissions by fax and e-mail cannot be considered.

Send all materials to:

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

Please contact us with any questions that you might have.

We look forward to receiving your proposal!

We will confirm our receipt of your proposal with a letter to the project director in late February.

Contact Information:

Betty Grit, Manager, Worship Renewal Grants Program

Email: worshipgrants@calvin.edu

Phone: 616-526-8890

Facsimile: 616-526-7168

Web: www.calvin.edu/worship

PROPOSAL QUESTIONS

We invite you to answer each of these proposal questions based on the history, theology, and mission of your congregation or organization. We hope that the process of writing a grant proposal is enriching as you articulate your vision for worship renewal and specify your plan for implementing it. We trust that the collaborative process of answering the following questions, in one to two paragraphs each, will be instructive and encouraging to you, whether or not your proposal is funded.

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*

1. Summarize your project in 1-2 concise sentences. Include what you will do and why you will do it. For example, “Because we see _____, we hope to implement a project that _____, in order to promote _____.
2. Provide one or two brief paragraphs that expand on the needs or opportunities that this project will address and the patterns and habits of worship you hope will be visible in your congregation as a result of this project.

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

3. How would you describe Christian worship?
4. Address concretely how your project draws on and carries forward your understanding of Christian worship as you described it in question no. 3.
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 to fuller participation in worship?
6. Provide a list of books, articles, and other resources that have guided the development of your proposal and that you expect will inform your work. Choose 2 or 3 and briefly describe what you have learned from this book, person or other resource.

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*

7. How does your project express and strengthen your congregation’s or organization’s mission and grow out of its unique history?

8. 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?
9. Describe the process that created this proposal.
10. What are the gifts and credentials of your implementation team? How will they be accountable to each other and to church leadership?
11. Write a month-by-month timeline that describes how the implementation of your project will unfold.

Beyond the Project

Although grant funds cannot be used for dissemination of the grant year, our goal is to keep the momentum of learning going, to nurture a culture of ongoing learning.
—Betty Grit, Worship Renewal Grants Program

12. In what ways might project participants be changed and renewed by their involvement in this project?
13. Describe a process (other than a survey) for assessing your project. How will you know if you have met your goals?
14. 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?

BUDGET

A good plan identifies the resources necessary to properly execute a project and realistically reach its goals.
—Kathleen Cahalan, *Projects That Matter*

Budget: Attach a budget for your project. List each anticipated expense for your project, such as consultant or speaker fees, travel, publicity, meeting expenses and published resources. Note that not every project will incur each of these expenses. As you establish the budget, you might ask, “How does this item support the main goal of the grant?” **See our website for a sample budget.**

The budget should include all anticipated income including registration fees, cash and donations from participating churches and organizations. The amount of anticipated income should be subtracted from the amount requested. If the total cost of your project exceeds the amount that will be covered by this grant, clearly identify those items that will be funded by the grant and those that will be funded by other sources.

Budget Narrative: Provide brief descriptions of how each line item will be spent. Explain how each item relates to the goal of the grant. The purchase of equipment and compensation for administering the grant may only be included to the extent that they are required to accomplish the goals of the project. Equipment costs should not exceed 10% of the total grant request, and salaries or compensation to your staff or volunteers should not exceed 20% of the grant. These costs should only be included in a grant budget if they cannot be supported by normal operating budgets.

Please note the list on page 7 of items that are not eligible for funding.

PROPOSAL INFORMATION FORM

**Individuals named in #2, 3 and 4 may not be the same person or related to each other.
All fields on this form must be completed.**

1. Organization Requesting Funds:

This would be the organization to whom the grant checks would be written.

Denominational Affiliation:

Mailing Address:

Phone:

Fax:

Email:

Amount Requested:

URL:

2. Project Director:

This person will be responsible for supervising the program, preparing the final program report, and attending the grant project development event and the grant program colloquium. Our primary communication will be with this person.

Mailing Address:

Work Phone:

Home Phone:

Cell Phone:

Fax:

Email:

3. Person Legally Responsible for Signing Grant Contracts:

Typically, an officer of the congregation or organization, leading member of its board or council, or staff member or pastor.

Mailing Address:

Work Phone:

Home Phone:

Cell Phone:

Fax:

Email:

4. Budget Officer:

Typically, this would be the treasurer or financial administrator of a church or organization. This person will be responsible for preparing a mid-year budget and the year-end budget on the distribution of funds.

Mailing Address:

Work Phone:

Home Phone:

Cell Phone:

Fax:

Email:

5. How did you learn about this program?

**Attach one copy of this form as the cover page to each of the 11 copies of the proposal.
Submit two additional copies of this form.**

Project Director Qualifications Form

Please tell us about the qualifications of the person who will be chiefly responsible for leading this project.

Name of Project Director:

Education:

Current Role in the church or organization and length of time in this role:

Relevant prior employment and volunteer experience:

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:

Application Checklist

Criteria

- Project has the potential to generate renewed interest, thoughtfulness, and energy for public worship at the local, grass-roots level.
- Project is linked with the worship life of a particular community or congregation(s).
- Project includes a component of theological reflection on the meaning and purpose of public worship.
- Project is both realistic and visionary.

Format

- All **Proposal Questions** have been answered in two paragraphs or less and the total proposal is not more than 4 to 6 pages.
- Eleven copies of the proposal are being submitted.
- **Proposal Information Form** has been completed and attached to each copy of the proposal. Individuals named in #2, 3 and 4 are not the same person or related to each other.
- Two additional copies of the **Proposal Information Form** are included.
- No binders, plastic folders or any other kind of covering are included. The Proposal Information Form has been secured with paper clips or staples to each copy of the proposal.

Budget

- The proposal includes a **budget** and **budget narrative**.
- Specific expenses to be funded by the grant are clearly identified and separated from expenses paid through other sources.
- If the project has any other source of income (e.g., registration fees), the amount requested has been reduced by the amount of anticipated income.
- Equipment costs do not exceed 10% of the total amount requested.
- Amount requested for salaries and to administer the grant does not exceed 20% of the total grant request.

Supporting Documents (two copies of each)

- A list of 5 people who collaborated in developing the project is included.
- A reference letter from someone other than the project director is included indicating support for the project.
- A completed **Project Director Qualifications Form**.
- Statement of purpose or profile of the church or organization.
- Copy of the annual budget for the worship area of the church.
- Other materials that provide information about the organization.

This checklist is for your use.
It should not be included with your proposal.