

Process for Preparing a Proposal

The Worship Renewal Grants Program has become very competitive. Many congregations who receive funding tell us that it takes about a year to develop the project and proposal. The grants are intended to foster significant organic local conversations about worship. If you find yourself thinking that the process is too long or difficult, this grant program may not be for you.

To assure that your proposal falls within grant guidelines and can be considered for funding, you are encouraged to engage in the following process:

- 1. Gather a key group of leaders interested in worship renewal.**
- 2. Distribute the brochure to each** and review the entire brochure with special attention given to “**Selection Criteria**” and “**Selection Preferences**” (page 2).
- 3. Discuss “What is Worship Renewal” and “Ten Core Convictions About Christian Worship”** (pages 3 and 4).
Ask how these relate to the particular needs and gifts of your congregation(s).
- 4. Assign members of the team to review “Resources for Grants Applicants”:**
www.calvin.edu/worship/grants/resources.php
- 5. Consider possible yearlong projects that can foster worship renewal in your congregation** (page 5).
- 6. Answer Proposal Questions 1 through 4** (page 12).
You may wish to do this for several year long projects that are being considered.
- 7. Create a budget for the project** (page 7 “**What is and What is Not Eligible for funding?**”).
Use the sample budget format www.calvin.edu/worship/grants/budget.php
- 8. Share the answers to Proposal Questions 1 through 4 and the proposed budget** with others in the congregation who are not on the original team. Make every effort to engage others in this process.
- 9. Revise answers or budget based on feedback from others.**
- 10. Review the Grants Brochure again.** Are there any ways you could strengthen the project?
- 11. Email the answers to Proposal Questions 1 through 4 to worshipgrants@calvin.edu** for consultation to determine if the project can be considered for funding.
- 12. Make revisions based on consultation.**
- 13. Prepare the entire proposal, budget, budget narrative and supporting documents.** Ask your worship renewal team to review the documents with reference to the brochure. (Complete the Application checklist page 16).
- 14. Mail the proposal by the January 10 postmark deadline.**