

About the Grants

Vibrant Together Grants are intended to assist congregations as they seek to embrace and employ the principles of Vibrancy as outlined in the Presbytery's map for ministry. Grants support new ministries or augment existing ministries that support this work. Grants are not intended to supplement congregational budgets for ordinary or ongoing expenses.

Vibrant Together grants use a reimbursement process to fund ministries. Grantees must apply for periodic payments to reimburse a pre-approved portion of paid project expense. This ensures that CGF funds are only used for their intended purpose as per the CGF grant guidelines.

What we have said about being vibrant:

- ✦ A Vibrant Christ-Centered Community ***builds relationships.***
It understands relationships as the key to church growth and the avenue for listening to the need in the community.

- ✦ A Vibrant Christ-Centered Community ***has spiritual depth.***
It is reflected by congregational commitment to scriptural study, building of relationships beyond membership of the church, generous giving, active prayer life, and deepening of the interior spiritual life of its members.

- ✦ A Vibrant Christ-Centered Community ***is missional.***
It recognizes mission as being oriented to the community in which the congregation is placed. A mission community understands itself as joining God in the mission God is doing.

Ordinarily, grants will seek to build vibrancy through the following areas:

- *Clarity of Identity*
- *Leadership Development*
- *Disciple Making*
- *Vital Worship*
- *Reconciliation*

Grant Amounts and Distribution

1. The maximum grant for a congregation is \$20,000 per annum.

2. Each grant will consist of three parts:

Part One: Funds to cover reimbursement of pre-approved expenses of Approved Ministry in keeping with the Presbytery Map for Ministry
Grant Funds: \$18,000 (maximum based on a \$20,000 grant)

Part Two: Financial giving to the Shared Ministry work of the Presbytery.
Shared Ministry Pledge: \$2,000 maximum based on a \$20,000 (tithe (10%) of the awarded grant) *

Part Three: One-time financial sharing for a congregational assessment in keeping with the Presbytery Map for Ministry. Particular assessment tool utilized will be congregationally specific. **Congregational Assessment: \$1,000** *if not previously assessed. Additional costs to be underwritten by the Presbytery of Tropical Florida.

*This amount will be deducted prior to the disbursement of the grant.

The Grant Process

- Grants proposals will be received and reviewed on a quarterly basis. Proposals will be due at **5:00 PM on March 31, June 30, September 30 and December 31. Proposals submitted after this deadline will be considered at the next quarterly deadline.**
 - Congregations interested in submitting a proposal will contact Associate General Presbyter Geoff McLean (AGP) for a pre-proposal consultation to discuss the grant process as well as to refine individual proposal concept. Proposals submitted without this consultation will not be considered.
- Grants proposals will be reviewed by the grants committee following each of the quarterly submission deadlines.
 - The AGP will contact all congregations that submitted proposals as to the final status as determined by the grants committee.
 - Final determination of an application falls into three categories:
 - *Approved*- The submitted application contained a sufficient and clear ministry plan, including a budget. The Congregation will consult with the Associate General Presbyter (AGP) for questions and pre-approval of expenses.
 - *Provisional Approval*- The CGF Grant Committee has questions or clarifications that must be answered prior to final approval. Conversations

- with the AGP will be held to clarify and refine the grant. Once questions and concerns are addressed the request will move to approved status.
 - *Denied*- The grant was not approved, and no further action will be taken.
 - A representative from all grant recipients will meet with the AGP to be trained in the Reporting and Reimbursement Approval Processes.
- Process for using grant funds
 - Pre-approval of expenditures begins once the grant is approved, and training is complete. Failure to attain pre-approval will likely result in expenses not being reimbursed.
 - Purchases made prior to grant approval and training will not be considered for reimbursement
 - The AGP is an ongoing resource to help congregations.
 - Congregations will submit quarterly reports to the AGP on the progress of the ministry supported by the grant. Failure to submit quarterly reports will result in a hold on reimbursement until said reports are submitted to the AGP.
 - Congregations will submit a final report on or before December 31. Failure to submit the final report will result in a congregation being barred from receiving grants during the next two years.

The Proposal

In order to apply for Vibrant Together Grants, congregations must submit a grant proposal that includes both a narrative as well as required supporting documentation. There are also basic pre-requisites that congregations must have fulfilled in order to submit a grant.

Narrative

Congregations should spend time developing a narrative proposal that includes the following:

- A basic explanation of the ministry being proposed and how it has developed within the congregation.
- Highlights of how this program is new and will grow the vibrancy of the congregation.
- What specific marks of vibrancy will be focused on through the work of this grant and how?
- How will success be measured? Some metrics which will be used include but are not limited to:
 - New Members Received
 - Adult Baptisms
 - Lives Touched
 - Large scale congregational discoveries/conclusions
 - Increased capacity for missional engagement
- Who is responsible for the leadership of this initiative? Leadership beyond staff is highly encouraged.
- What is the timeline for this work?

- How will the congregation share the financial responsibility for this ministry? (What has the church committed financially towards this proposed ministry?)
- How does the congregation plan to financially support this ministry once this grant year is over? (Ordinarily, funding is for one year and not renewable)

Required Supporting Documentation (Failure to submit items will cause the proposal to not be considered)

- Church Budget/Actuals and Financials for two years.
- Detailed line-item budget for Vibrant Together Grant request which includes congregational and other funds to be used.
- Copy of Session minutes indicating that the grant application was reviewed and approved.
- Vibrant Together Grant Rules Acknowledgement and Contact Form

Congregational Pre-requisites

- Congregational Presbytery Assembly Attendance for the previous two calendar years including Elder Commissioners and Pastors.
- Per Capita for the previous two years paid in full along with an expectation that the current year will also be paid in full.
- Participation in the Presbytery through Shared Mission Giving. This does not include Shared Mission Giving from previous grants.
- Boundaries training up to date for all required staff.
- Session Minutes review for The previous year completed.
- Terms of Call/Covenant up to date.
- Statistical report for the previous Completed.

Technology Purchases

Ordinarily, Vibrancy Grant funds will not be used for routine technology upgrades or replacements.

All technology purchased with Vibrancy Grant Funds will be considered the property of the Presbytery and the grantee may be asked to surrender this technology if their use no longer fulfills the intent of the originally approved grant proposal.



Rules Acknowledgement and Contact Form

Proposed Ministry Name: _____

We the undersigned, representing _____, acknowledge that by submitting a Vibrant Together Grant proposal agree to adhere to the policies and procedures of the grant. These policies and procedures include but are not limited to:

- The Associate General Presbyter is the grant administrator and grantees will maintain clear and open communication with the AGP.
- The grant uses a pre-approval reimbursement process.
- The grant administer makes the final determination on the approval of reimbursement.
- Adequate and open accounting of all funds received through the grant.
- Grant funds will only be used as agreed upon through the grant proposal.
- Failure to comply with requests for information will constitute a forfeiture of any grant funds and exclusion from the next grant cycle.
- Misuse of funds will constitute a forfeiture of any grant funds and may lead to the exclusion from receiving grants in the future.

Congregational Grant Representative:

Name

Phone

Email

Signature

Date

Pastor

Name

Phone

Email

Signature

Date

Checklist

- Grant writing consultation with the Associate General Presbyter.

Does the grant proposal include the following?

- Explanation of proposed ministry.
- Connection to growing congregational vibrancy.
- Specific marks of vibrancy focused on.
- Metrics of Success.
- Connection between proposed ministry and congregational assessment.
- Leadership.
- Timeline.
- Congregational share of financial responsibility.
- Plan to financially sustain the proposed ministry beyond this grant year.

Have you provided the required documents?

- Church Budget/Actuals for two years.
- Detailed line item budget for Vibrant Together request which includes congregational and other funds to be used.
- Copy of Session minutes indicating that the grant application was reviewed and approved.
- Vibrant Together Grant Rules Acknowledgement and Contact Form.

Have you met the congregational pre-requisites?

- Congregational Presbytery Assembly Attendance for the previous two years including Elder Commissioners and Pastors.
- Per Capita for the previous two years paid in full with an expectation that the current year will also be paid in full.
- Participation in the Presbytery through Shard Mission Giving. This does not include Shared Mission Giving from previous grants.
- Safe Gatherings Training up to date for all required staff.
- Session Minutes review for previous year completed.
- Terms of Call/Covenant reporting up to date.
- Statistical report for the previous year completed.

Submit proposal to AGP Geoff McLean via email at gmclean@vibrantpresbytery.org on or before the proposal deadlines of *March 31, June 30, September 30, and December 31*, at 5:00 PM. Proposals submitted after this deadline will be considered at the next quarterly deadline.