



Church Vitality Grant Application

The purpose of the grant is to assist small churches in vitality and renewal.

Name of Church: _____ **Date:** _____

Address: _____

Phone: _____ **Fax:** _____

Project Contact: _____

Address: _____

Phone: _____ **E-mail:** _____

This form will help you think through your project and envision how "success" will look. Most of your application will be in attached pages. Please number the pages clearly.

- 1. Provide a Brief Summary or your Project** – include a description of the project/program, the amount of the request, the period the grant will cover, and proposed outcome.

- 2. Project Detail:**

- Amount of request (maximum \$10,000 in aggregate) \$ _____
- Starting date: _____
- Length of project: _____
- Ending date: _____

- 3. Description of the Project:** (use additional pages as needed)

- Need for the project /program.
- Goals and proposed outcome.
- Proposed activities to meet the goals.
- Proposed Outcomes of the Project. How success will be measured?

4. Project/Program Budget:

Please show the financial contribution of the congregation to this program \$ _____
Please attach any estimates with this application.

5. Sustainability

Please describe your plans to sustain the project/program beyond the grant period, if appropriate?

CHURCH (SESSION REQUEST)

On _____, 20 ____, the Session of _____

Church of _____ (City/State), on behalf of the congregation, **VOTED to apply for a Church Vitality Grant, subject to the approval of the Presbytery of the Cascades Board of Trustees.**

Clerk of Session

Date

Record Keeping and Reporting of Grant Award: The grant recipient (“Grantee”) shall keep adequate and complete records of the use and administration of the grant. Upon the full expenditure of the grant and/or within one (1) year, whichever occurs first, the Grantee shall send a complete and accurate report to the Presbytery of Cascades (“Grantor”). The report shall include the beginning balance of the grant and all subsequent disbursements. For each disbursement, a copy the vendor, recipient, entity, employee or independent contractor, invoice or receipt shall be provided of the expenditure or service purchased or provided. The Grantee shall retain all records for a period of three years from the date of the reporting.