

 2015 Lilly Endowment  
**National Clergy Renewal Program**

# National



*What Will Make Your Heart Sing?*



CHRISTIAN THEOLOGICAL  
**SEMINARY**<sup>sm</sup>

“Approach the renewal program slowly and thoughtfully, incorporating as much of the church family as possible so that everyone feels a part of the planning and the process. **Make it celebrative.** Be clear that it is not added ‘vacation’ time but renewal time.”

## What will make Your Heart Sing?

### Program Purpose

The Lilly Endowment National Clergy Renewal Program at Christian Theological Seminary (CTS) seeks to strengthen Christian congregations by providing opportunities for pastors to step away briefly from the persistent obligations of daily parish life and to engage in a period of renewal and reflection. Renewal periods are not vacations, but times for intentional exploration and reflection, for regaining the enthusiasm and creativity for ministry, for discovering what will make the pastor’s heart sing.

Ministry is profoundly important, not only to the people directly served, but also to the larger community and society. The clergy renewal program honors pastors and congregations. Lilly Endowment and Christian Theological Seminary have learned a great deal about what pastors and congregations value in this program. Some of those insights, in the form of comments from previous grantees, are included in this material to help clergy and congregations “think outside the box” in creating a time of refreshment and renewal.

Life-giving experiences—strengthening relationships, renewing a sense of call, meeting and serving the neighbor in a new way, finding

joy and purpose in a simplified life, traveling to new lands and unfamiliar territories, creating opportunities where members of the congregation can exercise their gifts for ministry—are common themes of these renewal times. Profound discoveries that pastors and their congregations describe as “life-changing events” occur as they participate in this program.

Pastors serve a variety of roles in their privileged position at the center of congregational life: preacher, teacher, spiritual guide, pastoral visitor, friend, confidant. The responsibilities are continual, and the pace and demands of parish life can be relentless, often leaving even the most dedicated pastors recognizing the need to replenish their own spiritual reservoirs to regain energy and strength for their ministry.

### The Grants Program

Christian Theological Seminary will provide grants of up to \$50,000 each directly to congregations for the support of a renewal program for their pastor. The costs associated with family members who accompany a pastor may be included in the amount requested for the pastor. Up to \$15,000 of the grant may be

*“Having a theme to my sabbatical was very helpful; I was able to travel with a sense of integration and purpose.”*

## Getting started

Please take time to read these application guidelines thoroughly, even if you have applied for a grant in the past. We recommend that those working with you on your proposal also should read the complete guidelines.

“We believe three to four months is a good time period for a sabbatical. It is long enough to get into a different rhythm, but not so long as to feel disconnected from the church.”

## What will make Your Heart Sing?

used to help the congregation fulfill pastoral duties during the pastor’s absence and/or to support activities that enable the congregation as a whole to be renewed in its ministry.

The pastor and congregation will work together to design the renewal program. Both will agree on 1) the length of the program, 2) the pastor’s activities during the program, 3) congregational renewal activities that will take place during the pastor’s absence, and 4) how the pastor and congregation will share their experiences and insights with one another when the renewal leave is completed. The congregation will submit the proposal to Christian Theological Seminary.

Clergy renewal programs may take many forms. No specific model is prescribed. Possible programs may include an uninterrupted period for reading and writing, directed research at a theological school, a study trip to religious sites or travel for other purposes in the United States or elsewhere in the world, quiet time for rest and prayer, special visits with family and friends. The possibilities are many. The best proposals combine several of these elements in a balanced and sensible way.

We have learned from previous grantees that the ideal renewal program is an uninterrupted time of three to four months.

Pastors may use up to \$2,500 for post-leave activities, such as follow-up counseling, spiritual direction, continuing education or personal fitness programs that may be an outgrowth of the clergy renewal experience. Post-leave activities are not intended to include vacations, conferences or congregational activities. All congregational activities should be described in question A-6 and the cost included in the congregation’s portion of the renewal budget. No approval for reallocating funds in order to support additional post-leave activities will be granted once the pastor has returned from the pastor’s renewal leave.

### Eligibility Requirements

The Lilly Endowment National Clergy Renewal Program at Christian Theological Seminary is a competitive grants program open to Christian congregations that have an ordained pastor who has an M.Div. degree from a theological seminary accredited by the Association of Theological Schools (ats.edu). CTS plans to award as many as 125 grants to the congregations that submit the most outstanding applications.

## Who is this program **for**?

The Lilly Endowment National Clergy Renewal Program is open to pastors of Christian congregations who are serious about parish ministry and who can—in conversation and discernment with their congregations—envision this program as a means of renewing their commitment to that congregation and to ordained ministry. The program is designed for those congregations and pastors who have a strong relationship with one another, a high degree of mutual trust and support, and are eager to see their relationship strengthened, renewed and continued.

“The renewal program was life-changing. It will give shape to the next 10 years of my ministry at the church and in the community. It has enlarged my vision and renewed my call and commitment.”

- ✿ Congregations in any of 49 states in the United States, except Indiana, may apply. (CTS administers a separate program for Indiana congregations.) CTS will not accept applications for renewal programs for clergy serving military bases (whether in the U.S. or overseas), or for chaplains in colleges, universities, hospitals or prisons.
- ✿ Congregations may apply for a clergy renewal program grant for any of its eligible ordained pastors. A joint proposal may be submitted for husband-and-wife co-pastors. (Spouses serving different congregations may each apply from the congregation they serve and may include each other, as desired, in the renewal program.)
- ✿ Congregations with multiple pastors who are not spouses may submit one application for only one pastor per year. In such cases, a second grant cannot be considered until the first pastor has returned from renewal leave and the pastor and the congregation have fulfilled all reporting requirements in a satisfactory and timely manner, including final narrative reports from the pastor and the congregation and a financial report from the congregation. Further, three years must have lapsed before an additional grant can be awarded. Thus, a congregation that receives a grant in the 2015 program would be eligible for a second grant no sooner than the 2018 program. Congregations may not apply for a grant for a pastor who has previously received a Lilly Endowment clergy renewal grant.
- ✿ A pastor from an applying congregation must be a member in good standing of his or her denomination.
- ✿ A congregation must continue the pastor's salary and benefits during the renewal leave.

- ✿ The pastor and an authorized congregational leader need to certify the pastor's intent to remain in the congregation at least one year after completing the program.
- ✿ If you have any questions about whether your congregation or your pastor is eligible for this program, please contact Christian Theological Seminary before you submit an application.

## Further Information

- ✿ Each congregation may request up to a total of \$50,000 to support the renewal program. Of that amount, up to \$15,000 may be used for congregational expenses associated with the renewal program; the remainder may be used for the pastor's program expenses.
- ✿ The clergy renewal program is intended to be flexible. Although \$50,000 is the maximum grant amount, many congregations have received clergy renewal awards for lesser amounts. Each congregation is encouraged to apply for a grant that fits its unique situation.
- ✿ The recipients in the National Clergy Renewal Program will be notified in late August 2015.
- ✿ A renewal leave funded by a grant in the clergy renewal program may begin no sooner than January 1, 2016, and must be completed by December 31, 2017.
- ✿ An impartial panel will review the applications. Proposals will be evaluated in terms of the renewal program's feasibility, coherence, creativity and potential benefits to the congregation and pastor. The size of the request will not be a determining factor unless—in the best judgment of the panel—the amount requested is inadequate or unrealistic to fulfill the renewal program described in the proposal.

*“If you think you're too busy to get away, you're busier than you need to be. The renewal program can help you understand that.”*

“The most prevalent impact on the congregation was that we bonded beyond any expectations we could have had. By working together and intentionally putting God and the church first, we grew as one and accomplished things that we were not sure were possible.”

- ✿ CTS recommends that all applicants consult the pamphlet entitled *What Makes a High-Quality Proposal?* and a second document entitled *Grace Notes*. These documents provide wisdom and advice from previous grant recipients that will stimulate your creative thinking and offer helpful advice regarding the practical aspects of designing and submitting a proposal. Both pamphlets can be downloaded from the Clergy Renewal website, [cpx.cts.edu/renewal](http://cpx.cts.edu/renewal). You may also wish to read reflections that several previous grantees have written concerning their clergy renewal experiences. These can be found at the website on the Clergy Renewal blog. CTS does not make available copies of previous successful clergy renewal applications.
- ✿ For a guide to planning clergy renewal programs, prospective applicants may be interested in reading *Clergy Renewal: The Alban Guide to Sabbatical Planning*, written by A. Richard Bullock and Richard J. Bruesehoff and published by the Alban Institute. Another helpful resource, also available through the Alban Institute, is *Journeying Toward Renewal* by Melissa Bane Sevier. Check the Alban website, [alban.org](http://alban.org), for information.
- ✿ The clergy renewal program is not intended to be a fellowship program for work toward an academic degree, including the doctor of ministry degree. It is acceptable for some part of the program to involve travel and research. However, if plans are strictly dedicated to work involved in pursuit of a degree, applicants are advised to find support elsewhere.
- ✿ CTS does not encourage use of professional grant writers outside the congregation applying for this grant. Creating and writing the proposal is intended as an occasion for joyful discernment and collaboration between pastor and congregation.

## Application Procedures

The first step in the application process is to decide whether you will complete the application using our online system or complete a print application to mail in. Please do not do both. Once you have selected, follow the application guidelines and note the prompts for “online application” and “print application.”

- ✿ **Online Application:** You may complete an application fully online at [cpx.cts.edu/renewal/apply](http://cpx.cts.edu/renewal/apply) using this “Request for Proposals” document as a guide. You will be required to mail one hard copy document (generated by the system after you complete your online application) with original signatures. The online instructions will remind you of this.
- ✿ **Print Application:** To complete, print and mail an application to CTS, fill out pages 10 – 15 of this document. Be sure to include all of the required material. (If you prefer, you may visit [cpx.cts.edu/renewal](http://cpx.cts.edu/renewal) for a fillable PDF version of pages 10 – 15). The completed print application must be mailed to CTS. It may not be emailed or faxed. The completed application must include one original and three copies (total: four sets).

Applications must be postmarked by April 15, 2015. Congregations that include a contact email address in their applications will receive email notification that their applications have been received by CTS.

*“The fact that my family members also could benefit from the grant was a gift to our entire family and has had lasting benefits in terms of memories shared and horizons expanded.”*

“It is crucial for the pastor to consider what he or she hopes to achieve by this experience. The application process helped me to think this through.”

## Application Elements

- ✿ **Congregations & Pastor:** Fill out the information requested using the Congregation & Pastor form provided. This should be the top page of your print application or tab in your online application. Please do not send a cover letter in addition.
- ✿ **Signature Page:** Print applicants, complete the Signatures Page. Online applicants, the final “Review & Submit” tab will prompt you to print one PDF copy of your application for original signatures.
- ✿ **Proposal Narrative:** Write a three-part Proposal Narrative that provides the information requested in Parts A, B and C.
  - ✿ Print applications: the Proposal Narrative should take up no more than 10 typewritten, double-spaced pages with 1-inch margins using only one side of the paper, a readable font and type size (12-pt. Times New Roman). Be sure to number the questions (A-1, for example) and provide the information fully and in the order presented in the next three sections. Number all pages consecutively. These pages should be placed after the Signatures Page when you submit your proposal.
  - ✿ Online applications: the combined length of your Proposal Narrative (A, B, C) will not be allowed to exceed 23,000 characters. Please note that you will have no opportunity to format text.

## Part A – Program Rationale and Design

1. Begin with a summary statement describing the overall character and purpose of the renewal program you are proposing.
2. Provide a clearly articulated rationale for engaging in the clergy renewal program. In doing so, please give careful thought to the connection between the purpose, the proposed activities and your rationale. Programs that are coherent, well-integrated and possess a degree of thematic unity often are the most compelling. Your responses to these first two questions should convey these characteristics. Also, include a discussion about why this is an appropriate time for the pastor and congregation to participate.
3. In the body of your application, present a thorough narrative description of the pastor’s activities and the timeline for the renewal program. Include a brief description and a rationale for each of these activities. This section is where you will give the fullest description of your plans and will enable the readers to see how the pieces fit together into a coherent whole. Use the Outline of Renewal Program form to list in sequence the proposed date(s) for each activity and the names of any family members or associates who will attend or travel with the pastor as a part of this program.
4. Provide a statement written by the pastor that describes the intended benefits, both for the pastor and for the congregation, of the program as planned.
5. Provide a similar statement of intended benefits, both for the congregation and for the pastor, written by a representative of the congregation. This statement should summarize

*“I think the most significant thing I have learned from my renewal experience is how necessary are larger blocks of time off in order to nurture my inner being so that I feel fit and healthy inside as well as outside.”*

“It was a spiritual experience—one that leaves me permanently affected and marked. I can never have that taken away from me. It has changed who I am: to trust, relax, share and celebrate more.”

the congregation’s views and should be incorporated into the body of the proposal. Letters from individual members of the congregation are not encouraged.

6. Describe the congregation’s plans for covering the necessary pastoral functions during the pastor’s absence, for celebration of the pastor’s leave-taking and return, and/or for programs or activities that will serve to renew the congregation as a whole. Up to \$15,000 may be used for such purposes and should be allocated as the congregation deems appropriate. (Note: These expenses should be included in the congregation’s budget for the renewal program.)
7. Tell us how the pastor and the congregation will communicate and share insights from the renewal program with one another at the conclusion of the renewal program.
8. Give a description of the process by which the congregation determined whether to submit a proposal. Favorable consideration will be given only to proposals that provide evidence of broad congregational support for the program. Congregational approval must be assured before an application is submitted, so that if a grant is awarded CTS can be assured that it will be accepted by the congregation.

#### Part B – Congregational Information

1. Provide the date of founding and number of years at your present location. Describe any especially illuminating or distinctive historical events in the life of this church.
2. Tell us how many members you have and what your average worship attendance is.
3. Provide the names and tenure of the last four senior pastors.

*“Spiritually, God showed me many things I would never have discovered without a change of environment and responsibilities.”*

4. List a representative sampling of the ministries, both internal and outreach, in which your church is involved.
5. Include a one-page summary of the congregation’s current annual budget. (This page is not counted as part of the 10-page limit for the print Proposal Narrative.)

#### Part C – Pastoral Information

1. Tell us about the pastor’s education (include only postsecondary through graduate school). Provide the name of the college and seminary from which the pastor graduated, degrees earned and the years in which the degrees were granted.
2. Provide the pastor’s date of ordination, the name of the ordaining body, and the tenure and places of previous pastoral positions. Also tell us how long the pastor has served this congregation.
3. Provide any other information about the pastor and his or her ministry, career and community involvements that may be helpful for the review committee to know.
4. If the pastor is bivocational, he or she must include in the application a letter from the other employer(s) confirming approval of the leave being requested in the proposal.

#### 🌿 Outline of Renewal Program

- 🌿 **Print Applicants:** complete this form and include it in your application following your Proposal Narrative. **Online applicants,** this information will be required on the “Summary & Outline” tab. Do not include multiple pages of detail. This form is only to capture dates and places, providing a quick snapshot of your intended program. Details should be given in answer to question A-3.

“Nobody had to spend a lot of time making decisions about how we were going to spend the [grant] money or provide ministry in my absence—it was all there in black and white. A detailed plan provides a lot of freedom for people not to worry.”

#### 🌿 Verification of Standing:

- 🌿 **Print Applicants**, enclose a letter from the pastor’s judicatory indicating his or her standing as a minister in his or her denomination.
- 🌿 **Online applicants**, you may upload a copy of this letter or mail it with your original signatures document. (Note: Judicatory officials should be advised of the expectation that the pastor will continue to serve the congregation that was awarded the grant for at least one year after the end of the renewal program.) If the congregation is independent of any judicatory oversight, the governing board of the church should sign a letter attesting to the pastor’s standing as an ordained minister in the congregation.

**Expense & Budget:** The total budget for your congregation’s clergy renewal program must not exceed \$50,000. Of that amount, up to \$15,000 is allowable for congregational expenses; the remainder may be used for the pastor’s renewal program.

1. Using Pastoral Budget Expenses Worksheet, located on the “Expenses & Budget” tab for online applicants, provide detailed budget for the pastor’s renewal program.

- 🌿 **Print applicants**, attach a budget narrative that explains how all amounts were calculated.
- 🌿 **Online applicants**, explain calculations using text box below worksheet. Please note that you will have no opportunity to format text.

Applicants may request funds to cover the cost of equipment and supplies needed in order to pursue the renewal activities described in the Proposal Narrative. The budget narrative should list the items requested and describe why they are essential to the renewal experience. Applicants are encouraged to make sure that the cost of such

items is appropriate to their significance for the program and proportional in relation to the overall budget. (See *Grace Notes* at the CTS website for further information.) Excessive requests will not receive favorable consideration. As a general rule, equipment expense should be no more than 10 percent of the pastor’s renewal budget. The congregation and pastor should determine as part of their preparation of the proposal to whom equipment and supplies purchased with grant funds will belong (i.e. pastor or congregation) once the renewal program is complete.

The budget may contain an adjustment to offset any additional income tax liability that will accrue to the pastor as a result of this grant. The budget may also include up to \$2,500 for possible post-leave follow-up activities for the pastor’s continuing renewal (see page 3 for examples of appropriate post-leave activities). Pastors and congregations are encouraged to think carefully and realistically about renewal expenses. Be sure that the amount requested is sufficient to cover all activities.

2. Using Congregational Budget Expenses Worksheet, provide detailed budget showing the congregation’s expenses to fulfill pastoral functions during the pastor’s absence and to support other appropriate activities.

- 🌿 **Print applicants**, attach a budget narrative that explains how each item was calculated.
- 🌿 **Online applicants**, explain calculations using text box below worksheet. Please note that you will have no opportunity to format text.

In your budget narratives, please be sure that you are specific about how you calculated each of the various line items for each of the two budgets. The pastor and the church treasurer should sign both worksheets.

*“This program afforded a unique opportunity for our congregation and our pastor to grow in new directions and realize sources of strength and capabilities that were previously untapped.”*

“While I returned rested and refreshed, I also returned highly charged and somehow more resolved. It has been an amazing and life-changing journey.”

**Tax Status Information:** Complete the Applicant’s Tax Status form (located under the “Expenses & Budget” tab for online applicants) and provide the requested information concerning your congregation’s tax-exempt status under federal tax law. **Print applicants** may place these documents after the budget documents in the application. **Online applicants** may upload the documents or mail them with the original signatures PDF.

### Application Submission

**Online applicants**, the “Review & Submit” tab will provide final submission information.

**Print applicants**, be sure to review the highlighted note on page 16 before you put your proposal in final form. To submit a print application, CTS requests that all print materials be printed on one side only, then clipped. Please do not submit proposals with staples, binders or any other kind of covering. Do not send additional attachments, brochures, pictures or other information that we have not requested. A completed print application must include one original and three copies (total: four sets) of all required materials.

## Questions? Need more information

Please contact us at [clergyrenewal@cts.edu](mailto:clergyrenewal@cts.edu); call 317-931-2326; or write to the Program Director at the address below.

Use the Application Checklist on page 16 to make sure your application is complete.

Please return the completed print application, with attachments, postmarked by April 15, 2015, to:

**Robert Saler**  
Christian Theological Seminary  
1000 West 42nd Street  
Indianapolis, Indiana 46208

Recipients will be notified by late August 2015.

*“Start planning and communicating early. We started our planning almost a year in advance; we needed the time. And have fun!”*

# Grant Application

## Congregation & Pastor

(type or print clearly)

Applicants may enter information directly onto these forms from their computers. (This version includes auto-calculating addition of the budget lines on the budget forms on pp. 13 - 14.) However, the forms must be printed and mailed to Christian Theological Seminary with the other required materials. They may not be emailed or faxed.

\_\_\_\_\_  
Name of congregation (please print official, legal name)

\_\_\_\_\_  
Common name of congregation (if different from legal name)

\_\_\_\_\_  
Name of Senior Minister (if not the pastor applying below)

\_\_\_\_\_  
Congregation street address; then, mailing address (if different from street address)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Telephone number

\_\_\_\_\_  
FAX number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Website URL (if any)

\_\_\_\_\_  
Employer Identification Number (EIN)

\_\_\_\_\_  
Full name of pastor

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Home telephone number

\_\_\_\_\_  
FAX number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Cell phone number

\_\_\_\_\_  
Name of authorized congregational representative

\_\_\_\_\_  
Title or position in congregation

\_\_\_\_\_  
Home address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

\_\_\_\_\_  
Home telephone number

\_\_\_\_\_  
FAX number

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Cell phone number

\$

\_\_\_\_\_  
Total Amount Requested

# Grant Application

## Signature Page

### Signatures of Congregational Representative and Pastor

I am duly authorized to submit this proposal on behalf of the congregation and affirm that to the best of my knowledge the information contained in the proposal is accurate. This signature indicates that the congregation is fully aware of this proposal, approves its submission and is prepared to accept a grant from Christian Theological Seminary if selected. If a clergy renewal grant is awarded, the congregation commits to continue the salary and benefits of the pastor during the renewal program.

\_\_\_\_\_  
Signature of authorized congregational representative\*

\_\_\_\_\_  
Title & Date

\_\_\_\_\_  
Signature of senior minister (if not the applicant)

\_\_\_\_\_  
Date

\* This signature must be that of the congregation's authorized lay leader (for example, clerk of session, senior warden, chair of parish council, president of the congregation) and not an employee of the congregation.

I believe that the information provided on this application is accurate. If a clergy renewal grant is awarded and the program is undertaken, I intend to serve this congregation for at least one year after the end of the renewal program. Further, I recognize that this grant is not portable and that it can be used only while I am serving in the congregation that has applied for this grant

\_\_\_\_\_  
Signature of pastor applying for grant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

### Brief Summary of Other Data (Please complete each item)

\_\_\_\_\_  
Official name of denomination, if applicable. If nondenominational or independent, please indicate

\_\_\_\_\_  
Date of founding of this congregation

\$ \_\_\_\_\_  
Annual operating budget total

\_\_\_\_\_  
Number of members

\_\_\_\_\_  
Average number at worship

\_\_\_\_\_  
Years pastor has served this congregation

Is the pastor bi-vocational?     Yes     No

If yes, how many hours per week does the pastor spend in service to this church? \_\_\_\_\_ hours

Has this pastor's spouse's congregation received a clergy renewal grant?     Yes     No

If so, when and name of congregation \_\_\_\_\_

Is this pastor's spouse also applying for a clergy renewal grant this year?     Yes     No

If so, name of congregation \_\_\_\_\_

#### Please tell us how you learned about this program:

friend/colleague     news story     website (cts.edu)     other website     email

other \_\_\_\_\_



# Grant Application

## Expenses & Budget: Pastoral Budget Expenses Worksheet

**Important: Please enclose a budget narrative (in addition to this worksheet)** that explains how the figures were calculated and gives a complete explanation for each item or activity. Be sure the budget specifically reflects particular activities, the number of people, and the amount of time that is covered by each budget item.

Enter amounts without commas or cents

### Travel

Airfare \$ \_\_\_\_\_

#### Automobile expenses:

Personal car mileage @ .555 per mile \_\_\_\_\_

Car rental costs and gasoline \_\_\_\_\_

Other ground transportation \_\_\_\_\_

Meals and lodging \_\_\_\_\_

Tuition or fees \_\_\_\_\_

Books \_\_\_\_\_

Telephone \_\_\_\_\_

Postage \_\_\_\_\_

Equipment and supplies \_\_\_\_\_

Other (passports, inoculations, entrance fees, etc.) \_\_\_\_\_

Set-aside for post-leave activities \_\_\_\_\_  
(maximum amount, \$2,500)

Estimated increase in tax liability as a result of receiving grant (must include an explanation of how this amount is calculated)\* \_\_\_\_\_

**Total \$** \_\_\_\_\_

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Signature of Treasurer

\* Pastors should work with the congregation's treasurer and/or personal tax adviser to determine the potential impact of this grant on the pastor's personal income tax. When determining the potential tax impact, note that the grant will be paid by Christian Theological Seminary to the congregation, not directly to the pastor. Please do not call Christian Theological Seminary or Lilly Endowment with questions regarding personal tax implications; it is not appropriate for either organization to give tax advice.

# Grant Application

## Expenses & Budget: Congregational Budget Expenses Worksheet

In the space below, please provide a line item budget that addresses how the congregation will pay for the pastoral functions during the pastor's absence. Be sure to include not only Sunday worship, but also other activities such as pastoral care, weddings, funerals, and so forth. Also address costs relating to the pastor's leave-taking and return and/or costs related to congregational renewal activities.

**Important:** Please enclose a budget narrative (in addition to this worksheet) that explains how the figures were calculated and gives a complete explanation for each item or activity.

Enter amounts without commas or cents

Pulpit supply and / or interim staff

Honoraria \$ \_\_\_\_\_

Travel and lodging \_\_\_\_\_

Benefits \_\_\_\_\_

Congregational events relating to pastor's leave-taking and return \_\_\_\_\_

Congregational renewal activities  
Please explain fully in Proposal Narrative, Part A, and in budget narrative. \_\_\_\_\_

Other \_\_\_\_\_

**Total \$** \_\_\_\_\_

\_\_\_\_\_  
Signature of Pastor

\_\_\_\_\_  
Signature of Treasurer

# Grant Application

## Applicant's Tax Status

Christian Theological Seminary is required by federal tax law to determine the exempt status and foundation status of each organization to which the seminary makes a grant. Therefore, it is necessary that you supply the following information to establish that your congregation is exempt from the payment of federal income taxes under Internal Revenue Code ("Code") section 501(c)(3) and is a church described in Code section 170(b)(1)(A)(i). Please (1) complete and execute this form and (2) attach the requested document(s) listed under "Required Tax Status Documents" below. Please feel free to address any questions regarding this form to Christian Theological Seminary at [clergyrenewal@cts.edu](mailto:clergyrenewal@cts.edu).

\_\_\_\_\_  
Legal name of organization

\_\_\_\_\_  
Common name of congregation (if different from legal name)

\_\_\_\_\_  
Congregation street address; then, mailing address (if different from street address)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
ZIP Code

## Required Tax Status Documents

- (a) If your congregation has an Internal Revenue Service letter determining that your organization is exempt from federal income taxes under Code section 501(c)(3) and a church described in Code section 170(b)(1)(A)(i), please attach a copy of the most recent letter.
- (b) Many congregations will not have asked for or received such a letter from the IRS. If that is the case in your situation, then determine whether your congregation is listed in a group exemption ruling for your denomination. If so, please attach evidence that your congregation is covered by the ruling (for example, by sending copies of the directory cover and the page on which the congregation is listed in the official directory of your denomination).
- (c) If your congregation does not have an individual exemption letter and does not fall under a denomination group ruling, please attach a letter that has been written and signed by legal counsel that verifies that your congregation is a church described in Code sections 501(c)(3) and 170 (b)(1)(A)(i). For criteria to establish church status, see IRS Tax Guide for Churches and Religious Organizations (Publication 1828) at [www.irs.gov/charities/churches](http://www.irs.gov/charities/churches).

No grants will be awarded until the proper tax status is confirmed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title (must be responsible officer of the congregation)

\_\_\_\_\_  
Print Name

## Note and Checklist for All Print Applicants

Christian Theological Seminary strives to give fair and thoughtful attention to each proposal submitted for this program. In order to do so, the proposals must be legible and comparable in length and sequence. Thus, CTS reminds pastors and congregations to be sure that their applications meet the minimum requirements noted below and in the checklist.

Proposals that do not meet the following standards will not be considered for funding:

1. The complete Proposal Narrative includes Parts A, B and C and all questions are numbered.
2. For ease of readability, Proposal Narratives should be presented in 12-pt. Times New Roman.

3. Proposal Narratives must be double-spaced (not single-spaced or space-and-a-half) with no more than 23 to 24 lines per page with 1-inch margins.
4. Use only one side of the page.
5. The Proposal Narrative must not exceed 10 pages.
6. All forms should be those provided on the CTS website.

Congregations using or creating other forms will not be considered for funding. Be sure that all forms are those for the current year's program.

All six forms have been completed and enclosed:

1. Congregation & Pastor page with basic information about pastor and congregation
2. Signatures Page
3. Outline of Renewal Program
4. Pastoral Budget Expenses Worksheet
5. Congregational Budget Expenses Worksheet
6. Applicant's Tax Status form

Budget narratives that explain calculations in both of the budgets are included.

The most recent summary budget of the congregation is included.

Proposal Narratives contain detailed responses to all questions asked in the instructions. The Proposal Narrative portion (Parts A, B and C) is double-spaced, with 1-inch margins, uses only one side of the paper, is printed in 12-pt Times New Roman, and does not exceed 10 pages.

One of the additional pieces of tax documentation requested on "Applicant's Tax Status" page.

A letter verifying that the pastor is a minister in good standing in his or her denomination is enclosed. (Note: If the congregation is independent of any judicatory oversight, the governing board of the church should sign a letter attesting to the pastor's standing as an ordained minister in the congregation.)

Four sets of the application (original and three copies of all items listed) are enclosed.

No binders, staples, plastic folders or any other kind of covering are included. The application and its attachments have been secured with paper clips.

No photographs, brochures, articles or other such items about the pastor or congregation are included.

