Project Grant Fund Guidelines

***Please note important updates to Year 2 Budget Guidelines in bold.***

* Grants of up to $30,000 will be offered to congregations who successfully complete all program requirements. Funds will be distributed over 3 program years (2019-2020, 2020-2021, and 2021-2022) for up to $10,000 per year.
* **If your group used less than $10,000 in Year 1, you may propose a budget for over $10,000 in Year 2.** Unused grant funds do not have to be returned but can be rolled over into the following year’s budget.
* Project years will run from August 1-July 31. Grant funds will be distributed annually upon receipt of complete program materials from the congregation, including an evaluation of the past year’s activities, a budget report, and a proposal for the following year’s project.
* Grant funds may be used for books, resources, events, speakers, hospitality, webinars, consultants/coaches, and other possible expenses with approval of our staff.
* Up to 15% of grant funds may be used for staff time devoted to the implementation of project activities. We advise that 10‐15% of grant funds in Year 3 be used for sustaining the ministry effort over time.
* **Grant monies cannot be used for capital expenses for the congregation (e.g., building projects), the purchase of equipment unrelated to the project, tuition expenses for individuals, or the CCI pilgrimage to Israel. Grant funds also cannot be donated to other organizations, groups, or individuals.**
* **Please note that expenses outlined in draft budget proposals should not be considered as approved, and thus should not be acted upon, until final proposals are accepted by CCI staff in writing via email.**
* **You do not need to submit receipts as proof of expense for each budget item, but we ask that you retain this information for your own records.**

Budget

1. **Please insert your original Year 1 budget below, indicating your Proposed Amount and Actual Amount for each expense. If you have funds remaining from your Year 1 budget, please indicate how they will be used in Year 2.** (See attached Sample Budget.)
2. **Outline your project’s Year 2 Budget based on approximately $10,000** (depending on any remaining funds from Year 1). **A description of** **each expense listed below must be included within the Activities section of the Project Planning Chart.**

Description of expense: Amount:

(Please spell out categories: speaker fee, meeting space, materials,

food, books, etc.)

Total:

1. What additional **resources** does your congregation have to support the project, beyond CCI funding and support?

**Sample Year 1 Budget: Proposed vs. Actual**

**Activity Expense Proposed Cost Actual Cost**

Church-wide retreat: Speaking fee & travel costs for speaker $2,500 $2,502

Food costs (breakfast & lunch) $600 $511

Child care costs (2 providers) $400 $500

Materials $300 $346

Small group series: Books & materials $300 $205

 Speakers (3 throughout 6-week series) $600 $600

 Refreshments $200 $155

 Meeting space $300 $200

Workshop on gifts: Stipend & travel costs for facilitator $1,500 $1,598

 Class resources $500 $321

Creation of curriculum: Stipend for writers (6 church members) $800 $800

 Resources & printing costs $500 $351

Staff time: Leading retreat & small group series $1,500 $1,500

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TOTAL: $10,000 $9,589

We plan to roll over our remaining $411 toward speaker costs for our Year 2 small group series.

**Sample Year 2 Budget**

**Activity Expense Proposed Cost**

Church-wide retreat: Speaking fee & travel costs for speaker $2,500

Food costs (breakfast & lunch) $600

Child care costs (2 providers) $400

Materials $300

Small group series: Books & materials $300

 Speakers (3 throughout 6-week series) $600

 Refreshments $200

 Meeting space $300

Workshop on gifts: Stipend & travel costs for facilitator $1,500

 Class resources $500

Creation of curriculum: Stipend for writers (6 church members) $800

 Resources & printing costs $500

Staff time: Leading retreat & small group series $1,500

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TOTAL: $10,000