



Catalyst and Collaborative Project Grant Proposal Application

About the Pastoral Excellence Network

The mission of the Pastoral Excellence Network (PEN) is to encourage and support pastors, congregations and church-related organizations in a network which can strengthen and sustain excellent pastoral leadership for creative and effective service to the church.

- We work with congregations and church-related organizations to help new pastors get the best possible start in ministry.
- We help organizations learn to equip more experienced pastors in building peer communities of support and learning.
- We gather and share practices and resources about the transition from seminary into ministry and clergy peer learning models; offer consultations for denominational and organizational leaders hoping to initiate or expand programs; host events about starting and enhancing programs; train facilitators to lead clergy peer learning and new clergy programs; and create clergy peer learning experiences that introduce new constituencies to the insights of peer learning for pastoral excellence.
- We network together pastors and church-related organizations that are committed to pastoral excellence so that they might learn from each other's experience and wisdom and work collaboratively to strengthen efforts.
- We offer modest grants as seed money to help organizations launch new or enhance existing pastoral excellence programs.

To learn more go to: pastoralexcellencenetwork.org

Visit our website "Events" page (<http://www.cpx.cts.edu/network/events>) for scheduled and/or recorded webinars on "Preparing to submit a Pastoral Excellence Network Grant Proposal." (The first will be on November 10th at 2pm Eastern time.)



Catalyst and Collaborative Grants

Catalyst and Collaborative Grants are intended to provide funding for projects that expand the impact of the work of the Pastoral Excellence Network and to develop a body of wisdom and practice regarding the transition into ministry for new clergy and/or sustaining pastoral excellence throughout each season of ministry.

The Pastoral Excellence Network will receive proposals from tax-exempt, church-related institutions for matching funds for any one of the following purposes:

- A. To support the planning and development of new programs which assist new pastors in making a strong transition into ministry (one-time grant up to \$25,000).
- B. To support the planning and development of new programs that foster sustaining pastoral excellence for clergy in any season of ministry. Plans which explain how a new program will be sustained beyond the grant funding period must be included with the application (one-time grant up to \$25,000).
- C. To develop print or multi-media learning resources to share wisdom and practices in ways that others can use (up to \$10,000).
- D. To support innovative collaborations of current programs to gather around common questions, topics, practices, or learning goals (up to \$15,000).
- E. To enable current programs to meet with other church institutions to expand their programs in new ways or to assist others in launching new programs (up to \$15,000).

Grant proposals will be reviewed twice yearly. **Proposals must be received by June 1 or December 1.** Grants will be reviewed by a grant adjudication committee which will make decisions within approximately 6 weeks of the deadline for receiving applications.

A completed Grant Proposal Applications includes:

- 1. A cover sheet (p. 3)
- 2. A Grant Proposal Narrative (p. 4)
- 3. A Proposed Budget for the Project (p. 5)
- 4. Letter(s) of Support (p. 4)

Catalyst or Collaborative Grant Proposal Application

A. Cover Sheet

Provide a cover sheet with the following information:

Name of Institution:

Name of Contact Person:

Mailing Address:

Phone:

Email Address:

Web Site:

Tax ID Number:

Project Title:

Project Abstract (up to three sentence summary of your project):

Which type of grant you are seeking (see the grant types A-E on page 2):

Beginning and Ending Project Grant Dates:

Requested Amount:

Authorizing Signature and Organizational Role:

B. Proposal Narrative

Provide a proposal narrative which includes clear and concise answers to each of the following questions: (Your narrative should be a maximum of 5 pages.)

1. What is the name of your project?
2. What are the specific goals of your project?
3. Who are the people that will be served by this project? Do you have an estimated number of participants?
4. What are the specific action steps for your project, and what is the timeline for each of these activities?
5. What do you hope will be the outcome of this project? What difference do you hope it will make to the constituents involved?
6. How will you gather your learning in ways that can: (a) help form the project along the way as well as (b) summarize what you have learned at the end?
7. How will you know whether or not you have actually achieved your objectives? How will you measure your results?
8. How will you specifically share what you have learned with PEN so that we can share it with others in the Pastoral Excellence Network? (e.g., a written resource you've developed, an article describing your work, a link to a web resource available to others, etc.)
9. If you are developing a new program, describe how your program might be sustained beyond the period of the grant?

C. Budget

In addition to the proposal narrative, please send a budget **using the attached form** to detail the anticipated costs of your project as well as the source of your matching funds.

D. Letter(s) of Support

Please include a letter of support from an authorized person in the organization, include their title and/or role, in order to demonstrate institutional support for this project proposal: its aims, activities and budget.

You may also want to submit a letter of support for your grant proposal from someone outside of the organization who can attest to their experience of your program or organization's work.

PEN GRANT BUDGET PROPOSAL

Name of Project: _____

Institution: _____

In your itemized Project Proposal Budget below you must:

1. Show all of your revenue sources for this project as well as your projected expenses for the project.
2. Include expenses for the overall project, not only those which the PEN grant will cover.
3. Make sure your income and expenses balance.
4. Please note that PEN funds cannot be used to support staff salaries.
5. Indicate in either or both the Revenue and the Expenses, when relevant, what the total contribution or cost is. (That is: cost/contribution per participant x number of participants x number of meeting times.)

REVENUE SOURCES	REVENUE	EXPENSES
PEN Grant Request		
Matching Funding Sources (Provide Names of Sources):		
PROJECTED DETAILED EXPENSES FOR THIS PROJECT:		
TOTAL PROJECTED REVENUES & EXPENSES	\$	\$



Completed applications may be sent electronically to Willie Sordillo at wsordillo@cts.edu.

Questions about the application process may be sent by email or phone to:

Rev. Lawrence Peers
215-621-6145
Lpeers@cts.edu (Type "PEN Grant" in subject line.)

Reporting Process

If you receive a grant from the Pastoral Excellence Network, you are required to make reports on your project, which will be due by **November 30th** of each year of the grant period.

You can anticipate that we will ask you to send a report which answers at least the following questions:

Report Narrative:

1. What were the overall goals of the project?
2. What were the specific activities you undertook to achieve these goals?
3. Who were the participants in this project?
4. What was the impact on participants? What difference did it make?
5. What did you learn from your successes?
6. What did you learn from what did not succeed as you had hoped?
7. What would you recommend or do differently moving forward?
8. What resources did you create that could be of use to others in the Pastoral Excellence Network?
9. What are your plans for sustainability and for next steps?

Budget Report:

In addition to the program report narrative, we will ask you to send a budget report detailing how funds were used. We will provide a form for this purpose.