

# Wisconsin Conference United Church of Christ Catalyst Grant to SHIFT your Mission

*For Office Use Only*    APPROVED  Yes  No  Amount  Date Approved

## Grant Request Form

### Grant Instructions & Guidelines

Financial assistance through Catalyst is intended to support the Shift initiative by encouraging vital and innovative ministries that transform lives. Grant requests typically should address one or more of the following Shift areas of emphasis:

- Inspiring innovative ministries,
- Collaborative practices,
- Cohort collegial support (mentoring, coaching, COP groups),
- Curating of resources and
- Networking clergy ideas and best practices.

Grants should also help advance one or more of the following Catalyst focus areas:

- Community based ministries,
- Multi-cultural literacy,
- Justice work,
- Emerging new ministry/governance models,
- Leadership development and
- Spiritual formation.

Catalyst will accept requests throughout the year. Applications received at least 30 days before each quarterly Catalyst meeting held in February, May, August and November will be considered at the next meeting. Grants are awarded based on the merits of the program and availability of funds. Requests should typically be less than 50% of program costs, but may be more heavily weighted at the beginning of the program to help 'catalyze' the initiative as seed money.

The Catalyst team endeavors to be as generous as possible with the available funds. Typically grants are limited to a maximum of \$5,000 for a single phase/year program. Multi-phase/year grants will be considered for up to 3 years, but amounts typically will decline each year as the local program generates support and sustainable funding, if intended as an ongoing program.

Evaluation criteria on which to base program success will be established for each grant. Funding of each phase/year will be contingent on pre-established evaluation criteria to measure success. If the evaluation criteria are not met, continued funding may be considered if program changes are proposed to address success. Recipients will also be asked to share what they learn through the project. This may take the form of a curriculum, study guide, how to manual or case study that the Catalyst team can then make available as a resource to other congregations so that together we may discover the way forward.

Please complete the following grant form and return electronically or by mail to The Wisconsin Conference UCC Office in care of Susan Taylor, Administrative Assistant, at [staylor@wcucc.org](mailto:staylor@wcucc.org) or by mail to 4459 Gray Road, DeForest, WI 53232.

**Wisconsin Conference United Church of Christ**  
**Catalyst Grant to SHIFT your Mission**  
**Grant Request Form**

1. Name of Person and Position Making Request:

2. Church Name and Mailing Address (This is where the grant money will be mailed if it is awarded. If more than one church is involved, attach a page with the names and addresses of the other participants.)

3. Contact Phone:  Email:

4. Date of Request:

5. How much money are you requesting?    If 1-time request:    \$   
If multi-year/phase program:  
1<sup>st</sup> Year:                                    \$   
2<sup>nd</sup> Year:                                    \$   
3<sup>rd</sup> Year:                                    \$

**Program Description**

6. Describe the Catalyst project for which you are requesting grant monies. Include the following points. The project description may be attached as a separate page.

a. The nature of the program and how it will be conducted.

b. The need being addressed and how you identified this need.

**c. SHIFT and CATALYST focus areas addressed (see grant guidelines).**

**d. Ecumenical and Community Partners included in program and their participation.**

**e. The timeline for the project**

**7. What are the anticipated outcomes of this project. Include what outcomes you will achieve if you receive a grant that you wouldn't without the grant. (Attach additional pages, if more space is needed.)**

**8. What Final Outcomes report or materials will be created to use as a resource for other churches, such as a curriculum, study guide, how to manual, case study, etc.? (Attach additional pages, if more space is needed.)**

**Program Financing & Support**

9. What is your program expense budget? (List all of the expense items associated with conducting your program or project. A simple budget covering Expenses (#9) and funding sources (#10) can be provided on a separate attached page instead of this form.)

Description of Expense	For Multi-year Programs Only		
	Year 1	Year 2	Year 3
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>TOTAL EXPENSES</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

10. What are your program sources of funding? (Note: the Total Sources should match the Total Expenses in #9.)

Description of Sources	For Multi-year Programs Only		
	Year 1	Year 2	Year 3
Catalyst Grant	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
<b>TOTAL FUNDING SOURCES</b>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If any of the above funding sources are in-kind contributions, such as use of a building or equipment, etc., ) describe the in-kind contribution and explain how its value was calculated.

**11. If this is intended as an ongoing program, describe how it will be funded after the Catalyst grant expires.**

**12. What does your local church contribute to the project . . .**

**a. in terms of finances? You may refer to the budget above in #10 or that is attached.**

**b. in terms of leadership and volunteers?**

**>> Submit Grant Request <<**

**Email or mail your grant request to the Wisconsin Conference UCC Office in care of Susan Taylor, Administrative Assistant: [staylor@wcucc.org](mailto:staylor@wcucc.org), or if by mail to 4459 Gray Road, DeForest, WI 53232.**

**Project Results**

**For Grant Recipients . . .**

**Within 2 months after completion of the project funded with support from the Catalyst grant, please provide a description of your project results including how the grant funds were used.**