



**DIOCESE** *of*  
**CHRIST** *our* **HOPE**

## Ministry Grant Application Instructions

Thank you for your commitment to Gospel expansion. The Diocese of Christ our Hope is deeply committed to sacrificial investment of our resources to this end. Below you will find guidance on how to apply for mission funding, as well as the appropriate questions for each application type and relevant deadlines. Requests regularly outnumber our resources, so please adhere to all instructions to bolster the success of your application. If you have any questions, please contact Lee Hilts at [lhilts@adhope.org](mailto:lhilts@adhope.org)

## Application Timeline

**February 1st:** All Ministry Grant Applications are sent to their Dean and Deanery.

**March 1st:** Deanery meeting held to give the applicant feedback, not approval. This meeting is recommended to be separated from the Deanery Retreat. The Diocese requests it be done via a recorded virtual meeting process (Zoom, Google Meet...). The recording will be submitted as part of the application process.

**April 1st:** Final Grant Application is submitted via the Diocesan website (<https://adhope.org/mission-expansion/>)

**May 15th:** The Working Group reviews applications, interviews applicants and produces a Report on Recommended Grants to the Diocesan Council.

**June 30th:** The Diocesan Council votes on final grant decisions.

**Before July 30th:** All Grant applicants are notified if their application has been funded.

## Application Process

All applications are to be submitted through an online form:

[Application Form](#)

The form has two parts: questions that are common to all applications and questions that are unique to each Ministry Grant (MG) type. Please read the Ministry Grant Customary in its entirety to determine which type of Ministry Grant you'll be submitting. Then, read through the questions listed below and prepare your answers in writing. Finally, input your answers into the online application form. Some questions require you to upload a file to the form. Refer to the "File Format" section below for correct naming conventions before uploading.

Please do not begin the form until you are ready to complete it fully, as all questions must be answered before the form can be submitted. There is not option to save a partially completed application and return to it later. Upon submission, you will receive an email link with your responses which you can continue to edit until the final due date of April 1st.

### **Part 1: Information required of ALL applicants**

*Congregation/Mission/Work details:* Name; Deanery; Rector/Vicar, Treasurer and Contact Person's details

*Proposal details:* Proposal name, start date, duration, total amount, yearly amount

*Long-form questions:*

1. Please provide a brief overview of the Ministry Grant using 500 words or less. Include how the proposal advances the Gospel mission
2. Summarize what discernment has happened thus far in reference to this proposal. Describe how your vestry or parish council has been included in the process using 500 words or less.
3. Have you been in discussion with the Bishop or the diocesan staff surrounding this proposal? Please describe that interaction and any conclusions that came from that.
  - a. If yes, attach an endorsement letter from the appropriate person. (You may upload a PDF to the application form.)
4. Describe the challenges you anticipate with this proposal in 300 words or less.
5. Describe any additional funding sources that will be used as part of this Ministry Grant

*Budget:*

1. Please include a detailed budget (similar to what is approved for your church each year) for this proposal. This budget should include future years to show how your budget will operate during the term of the grant. For Curacy Accelerators, there should be an estimated budget for 10 year. Be sure to include any anticipated additional income from direct fundraising and grants. (You may upload a spreadsheet or PDF to the application form.)
2. Please include any contingency plans identified if the income is not received as anticipated in out years

The Diocesan Council especially looks for funding proposals that are sustainable and reasonable. The MG system is not designed to support projects or personnel that need annual, sustained support. These funds are prioritized for new, start-up endeavors.

*Additional documentation:* If you have additional supporting documentation not specifically requested elsewhere, you may upload it here as a PDF or spreadsheet.

**Part 2: Questions and Guidance specific to each MG type.**

*Full descriptions of each type are listed in the Customary for Ministry Grants. You are only responsible for answering the questions associated with one MG type.*

***Church Plant***

1. Has a Church planter been identified? If so, has the proposed Church Planter been assessed in line with Diocesan requirements?
2. Has your church planter or launch team participated in discernment activities with the Bishop Ordinary and Dean of your area?
3. Please provide a detailed narrative of the development of the launch team or the vision for this plant; a detailed plan for the actual roll out of the church plant; and any other pertinent information that will give the fullest picture possible of how God is stirring and growing this plant.
4. Contact information for key lay people who are involved in the vision and/or the launch team. Include name, email and phone numbers.
5. Provide a 6-year budget forecast that includes general breakdown of diocesan support, personnel, facilities, ministries, and operations.

***Curacy Accelerator***

1. In 500 words or less. Please provide a case for why your congregation would be a healthy curacy accelerator. How does a Curacy program align with your church mission or vision. Potential areas to consider include your ability to train curates, talent pipeline, past success in curacies.
2. Please describe your plan for the development of the curates in the program. Please reference the Diocesan standard for Curacy Development (<https://adhope.org/article/ministry-grant-process/>) and note any additions or differences with this development plan.
3. Please describe your plan recruiting curacy candidates and what you are looking for in candidates. If you would like the Diocese to help you recruit candidates, we are happy to do so and ask that you note that here.
4. Please list the primary leader responsible for the curates development and any key participants in the curacy process.
5. Have you applied for fund to the Made to Flourish Foundation? If so, please provide the application
6. Please include a 6-10 yr budget detailing the shift from grant funds to congregational budget.

It is recommended that curacy incubators are discussed with the Canon for Leadership Development to determine suitability.

- a. You can attach an endorsement letter from Canon Rachael Green. (You may upload a PDF to the application form.)

## ***Residency***

- 1) Please describe the ministry position(s) that is being established and why it is a priority for the church.
  - a) Please provide the job description(s) for the role.
- 2) Provide a breakdown of the compensation for the role including salary and any other benefits being offered.
- 3) Please include a 6-yr budget detailing the shift from grant funds to congregational budget.

## ***Internship***

1. Please describe the ministry position(s) that is being establish and why it is a priority for the church.
2. Please provide the job description(s) for the role.
3. Please provide a case for why your congregation would be a healthy place for internships. Potential areas to consider include your ability to train interns, access to potential candidates, past success in training.

4. Please include a 6-yr budget detailing the shift from grant funds to congregational budget.

## **File Format**

Please note the formatting system below. Any files submitted must use this naming structure or will be returned for resubmission.

All files must be submitted via email to the COO (lhilts@adhope.org) and are required to adhere to the specified file formats below. All files are to be in PDF or a spreadsheet form with the file name format of YYYY-TYPE of MG-Title-Document.(File Type). If you update your documents and need to re-upload, please add a version number to the end: YYYY-TYPE-Title-Document2.(File Type)

- YYYY: Year of application
- Type of Ministry Grant:
  - Church Plant
  - Curacy incubator
  - Residency
  - Internship
- Title: Title of the MG. Please include the Congregation name of the requesting organization.
- Document types may include the following:
  - Budget - MG budget including 6 or 10 year budget forecast
  - Endorsement - letter from diocesan staff (Church Plant, Curacy Incubator only)
  - Additional files that do not match one of the above document types should use a descriptive word describing the type of document

## **Oral Presentation**

Applications should be presented as a Deanery Mission Grant forum for a peer review. This call should be recorded and provided to the COO (lhilts@adhope.org) . The simplest way to accomplish this is to use a recorded video call.

Presentations should include the following:

1. The rationale for this proposal—why this type of mission expansion? Why now?
2. Signs of hope—what has happened thus far in discernment that leads you to pursue this?
3. Signs of concern—what keeps you up at night re: this proposal? How can DCOH clergy help you?

4. Financial plan—please give a broad overview of your financial plan, with an eye towards sustainability.
5. Opportunity for feedback and response

## **Diocesan Council Interview**

After your final application is submitted, members of the Diocesan Council Ministry Grant Working Group may follow up with any additional questions or concerns.