

## Rubric for Congregational Development Partnership Grants

- Grants are Initiated by the Church
  - Church communicates with the Bishop's Office to discern the need for a grant prior to initiating contact with Congregational Development Partnership Committee (CDPC). After consultation with the Bishop's Office congregations may then be encouraged to apply for a development grant.
  - Bishop's Staff connects CDPC Co-Chairs with Parish Grant Committee
  - Church Grant Committee is asked to respond to the "Four Questions" on Strategic Planning and submit budget and responses online.
    - Congregations may work with online application throughout the process; however, a response to the Strategic Planning Questions, along with church budget, are to be reviewed, a coach assigned, as well as an interview with Grant Coach prior to final submission
  - Coach is assigned by Co-Chairs in collaboration with Committee, ideally at an upcoming meeting, but may be done "offline."
- After a Coach is Assigned
  - The Coach interviews the Grant Committee prior to final submission on new grants, helping the Grant Committee assess "actual" needs, determine goals, and understand how each grant is assessed by CDPC.
  - Coaches may refer Grant Committee to the CFO of the Diocese to clarify their growth model.
  - Coach meets with Grant Committee as needed for Renewals
    - Coaches will contact Grant Committees by February 1, to remind of the March 1 deadline for renewal intent.
    - Grant Committees are to contact their Coaches and the Co-Chairs of CDPC via email by March 1, to confirm desire to renew.
    - Coaches may need to meet with Grant Committee before submission, and should communicate to Grant Committees whether CDPC desires to meet with church representatives before making a final decision on their application.
- Churches in the Congregation Development Grant Process are expected to participate in the College for Congregational Development, and should connect with the coordinators to do so.

## Renewal Timeline

New Grants are received on a rolling basis; however, new grants received before **June 1** will be able to receive more adequate attention from CDPC. The budget for Congregational Development Grants is limited and varies from year to year. New grants and renewal grants are assessed based on the need of each parish and the available funds for distribution on an annual basis.

November – February: Congregations, in conjunction with Bishop’s Office, assesses need for a Congregational Development Grant and is then connected with CDPC Co-Chairs.

January – February 1: Coaches connect with Grant Committees to remind them of the deadlines for renewal

March 1: Deadline for Intent to Renew (This is not for New Grants.) Churches that are already part of the grant process are expected to confirm their desire to renew their grant each year. This can occur simply by emailing the CDPC Co-Chairs and their Coach stating the desire to renew.

March – April: Grant Committees communicate with their Coaches to address any questions or concerns. Grant Committees may be asked to meet with CDPC during this time before making their final grant submissions. Churches should expect to describe how effective the grant has been used and has benefited the life of their church, as well as any setbacks or challenges along the way that would be useful for other congregations.

May 1: Completed Renewal Grants Due

June & September: A Resolution is brought before Council for approval for all Congregational Development Grants.

September/October: Congregations are notified by their coaches whether their grant has been approved and at what level.

*Grants are typically distributed in the following year of the grant approval on a monthly or quarterly basis.*