

Process for Annual Congregational Development Grant Renewal

Congregations who have been receiving a congregational development grant and who desire to renew the grant the following year must submit a *letter of intent to renew* (to the chair of CDP committee via email) **no later than March 1st** each year, and a *completed Annual Grant Renewal Application* and related documentation to CDPC **no later than May 1st** each year. Except for in circumstances of clerical vacancies, grant requests will not be accepted after May 1. The sooner we receive your application, the better we can accommodate your schedule should revisions or a meeting be needed. Completing an application does not guarantee that funds will be granted for renewal.

Please follow these steps:

- No later than March 1, send an email to the Chair of the Congregational Development Program Committee stating your intent to submit a renewal application and what the requested amount will be.
- No later than May 1, complete and submit the Congregational Development Annual Grant Renewal Application. Details of the impact of previous grant funds on the activities and mission within the parish should be included in the responses on the application.

Along with the application, submit 1) the parish's final budget for the most recent completed year, 2) working budget for the coming year, 3) updated financial model showing the projected request for the next year. (If assistance is needed to update the financial model, please contact Todd Rubiano, Chief Financial Missioner.)

- If additional information was specifically requested by the CDPC when the previous year's grant was approved, submit that material with the application (or on the date requested by the committee, if earlier than May 1). If you have questions please contact your assigned mentor or the Chair of the CDPC.

Process of the CDPC:

- Between March 1 and June 1 all annual renewal information will be reviewed by the CDPC.
- Based on review of the renewal materials, parishes may be invited to meet with the committee to clarify their information.
- Resolutions will be presented to the full Diocesan Council to approve grants for the next budget year.
- Parishes will be notified of the actions of Diocesan Council by the end of August.
- All grants will be finalized by approval of the budget at the Diocesan Convention.