# Ministry Grant Proposal How-to-Guide

**You or your ministry qualify for a C4SO Ministry Grant if:**

- You are a congregation, missional initiative, ministry leader or C4SO clergy person.
- Your proposal advances one of C4SO's three strategic priorities: Church Multiplication, Leadership Development, or Clergy Health.
- You're proposing new or expanding work. Grants aren't intended to cover routine operating shortfalls.

*Established churches and church plants must also meet the applicable diocesan financial contribution expectations.*

**Components of a Good Proposal**

1. **Overview:** What is this proposal, and how does it advance one of C4SO's strategic priorities? (500 words max)
2. **Discernment:** Describe what conversations you have already had about this work with your vestry, staff or ministry team.
3. **Diocesan conversations:** Have you talked with the Bishop or diocesan staff about this? If so, briefly describe that conversation.
4. **Budget:** Provide a clear, realistic budget, including how the work will be sustained or wound down once grant funding ends. Include fair compensation for yourself where applicable.
5. **Challenges:** What obstacles or open questions from others do you anticipate? (300 words max)
6. **Outcomes:** What do you hope to achieve, and what metrics will show success? (300 words max)
7. **Other funding:** Are you pursuing or receiving support from any other source?

*The Chief Financial Officer and Chief Operations Officer will share disbursement details with each recipient along with the approval. Unspent funds return to the diocese at year-end.*

## How to Submit Your Proposal

**November 7: The window opens**
The Ministry Grant proposal window officially opens at the 2026 Diocesan Convention.

**By December 12: Get feedback from your Dean**
Send your draft proposal to your Dean for written feedback before you submit.

**By December 31: Submit your proposal**
Apply through our online form, where you can attach supporting documents. Proposals are sent directly to the Review Committee as they arrive, so feel free to submit early.

**January: Committee review**
The Ministry Grant Review Committee reads and discusses every proposal and prepares recommendations. They look at four things:

- **Clarity of vision**
- **Financial realism**
- **Fit** with one of the three priority areas
- **Track record** of faithful stewardship

**Mid-February: Final approval**
Bishop Jeff reviews the Committee's recommendations and gives final approval.

**March 1: Funding begins**
Approved grants begin funding. Applicants who are not approved receive notice and brief feedback.

## After You're Funded

Grant recipients submit two short reports to the Committee during the year, one at mid-year (July) and one at year-end (December). Each report includes:

- **A financial breakdown:** How funds have been spent, compared with your original budget
- **A narrative summary:** How the work is going and how it's advancing your proposal's purpose