



How-To Guide for Completing the V2A Pre-Packaged Grant Application

Completing an application takes time—involving research, writing, assembling information and more. This guide is designed to help you with the various components. It follows the application, question by question, offering tips and explanatory notes. You might want to print it out and keep it handy as you work on your application.

First, you are encouraged to view the entire application before you begin writing, so that you know the questions being asked. You can access it via a tab on the [V2A Apply page](#). Having the entire document in mind will help you determine what to say and how to organize your information. Further, the data input process will go more smoothly and efficiently.

V2A hopes that the application will serve not only as a vehicle for receiving a grant, but also a planning tool to help guide you as you make your vision a reality.

CONTACT INFORMATION

This section is as straightforward as it sounds; the Grant Team wants to know the entity that is applying, mailing address/email address/website, how to reach the primary contact person, the project's name, and the amount being requested. Note that if a group of congregations is applying, one of them should serve as the applying congregation and primary contact. You will be asked to list all the participating churches as part of the application, and all must sign the [Group Covenant](#).

QUESTIONS

Notice there are word count guidelines for many of the questions. Rest assured your response can be less or more than this number. If it takes a different quantity of words for you to convey your information fully, by all means, go for it. The word count is designed to convey the level of detail the Grant Team is looking for in a particular question. Note that 100 words is roughly a paragraph.

- ***How did you discern this project was the best one for your congregation or organization to pursue? In your narrative, be sure to indicate why you should be the recipient of a pre-packaged grant.***

You have chosen a pre-packaged grant. What have you learned about your congregation/organization and your community that makes it the right choice for you? How will you form a new community of faith through this project?

- ***In your words, why does the pre-packaged grant you chose address the V2A goal(s)?***

The Grant Team is aware that the pre-packaged grants address V2A goals, however, would like to know how you would describe it. How do you plan to address one or more of the five goals through your project?

- ***If this is a group application, please list all congregations collaborating in this project. How did you decide to work together?***

This list should include each congregation's name and address. Then, outline why there is a synergy when working together—are you in the same conference? Have you worked together before? What particular gifts do the partners bring to the table?

- ***Tell us about your communication plan. How will you develop congregational and community buy-in?***

How will you market your project? For it to succeed, others must know about your project and participate in it. How will your congregation members and your community learn about your vision and grab hold of

it? Where are the opportunities to introduce others to the gospel, and how will you pursue those opportunities?

- **Describe the impact you hope to have. How will you identify it? Along with any numerical goals, please describe at least one qualitative sign of impact or success.**

V2A wants to learn: how will you know you have reached your goal? What will success look like? V2A projects should make a difference in the communities they serve, and numbers are an important part of the answer to this question...however, they are not the only consideration. Think also about the project's impact on people's spiritual and emotional lives. How will you know you have changed lives through your project?

- **Name challenges or obstacles you can foresee/imagine. How might you address them?**
Few things go according to plan, and being realistic about this can help you stay flexible and nimble. Think about "Plan B" options if some hoped-for occurrence or partnership does not materialize.
- **What if you are not awarded a V2A grant, or don't get the amount you asked for...will you still pursue the project? Why or why not?**

There is no right or wrong answer to this question; rather, V2A would like insight into the possibilities that exist regarding your project. Is it embraced so passionately by your congregation or ministry group that you will "find a way," no matter what? V2A feels such discernment is helpful to you as an applicant.

- **Please list the roles of those involved in the leadership of this project. Beyond the leadership team, how many in your congregation or organization are involved?**
V2A wants to help congregations and communities be transformed. How broadly has your project been embraced by your congregation? How do you see energy and enthusiasm growing?
- **What is your congregation or organization's investment in this project? Bear in mind this can involve time, talent, and/or treasure.**

As this question recognizes, "investment" can come in different forms. V2A would like to see that applicants have a stake in the project's success.

- **How will you sustain the project beyond the life of the grant?**
V2A wants your new ministry to flourish after the grant period is over. In this question, describe how you will be able to achieve this. Consider the financial and non-financial resources needed.

TIMELINE & BUDGET

On the Pre-Packaged Grant Application, the Timeline (Part III) and Budget (Part IV) sections are pre-determined.

SUPPORTING DOCUMENTATION

An application is not complete until all Supporting Documents have been uploaded. Along with submitting your most recent actual Balance Sheet and actual Income and Expense Statements for the past three years, you will print, sign, and then scan/send a [Standard Signature Page](#) (for individual congregations and organizations) or a [Group Covenant](#) (for groups of congregations.) The signatures required are (1) the pastor(s) or organization leader; and (2) the council president(s) or board chair. Note that you will confirm that you have met the V2A requirements of

- Attending an Introductory Workshop
- Mission Support
- Trend Reports
- Participation in Synod Assembly and Conference on Ministry

V2A Grant Application Multi-Year Addendum: this one-page document must be included when a project is expected to span more than one year. The Grant Team wants to understand the entire time horizon, along with the funding needs anticipated and how you hope to meet them.