



## How-To Guide for Completing the V2A Grant Application

Completing an application takes time—involving research, writing, budgeting, assembling information and more. This guide is designed to help you with the various components. It follows along 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.

- ***Tell us about your project.***

This is your opportunity to describe your project, answering the questions of who/what/where/when/how: what the project is and perhaps, the goal(s) it addresses; whether it is an event or ongoing; where and when it will be launched or completed; who it will be organized for; and how it will be accomplished. **Give emphasis to the ways it is innovative and new**—these are key criteria for receiving a V2A grant. How does your project represent a new way of "being church?" How can your project expand the Lutheran witness in Florida? **V2A wants to support the formation of new communities of faith. How will your project provide opportunities to engage in faith conversations and invite others into a relationship with Christ?**

- ***How will your project help to form new communities of faith and grow the church?***  
V2A is not only about innovation; it is about growing the church. In this question, emphasize the evangelism opportunities that exist through your project and how you will seize them and invite new people into relationship with Jesus Christ.
- ***Indicate which V2A goal(s) your project addresses, and how.***  
In order for a project to be considered, it **must** address at least one of [the four goals listed on the website](#). In this question, V2A would like to know which goal(s) you are targeting, and why you feel your project addresses it/them.
- ***Briefly describe how you chose the project. What was your discernment process? How did you determine this project was the best one for your congregation or organization to pursue?***  
There are lots of ideas in the world...how and why did you choose this one? Here, the Grant Team wants to learn about your experience following the steps in the Discernment Process outlined in [Video 3](#).
- ***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, 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 there a way to “dip your toe in the water” with a lesser amount than what you are requesting? What creative ideas might help bridge any gaps in funding so that you can move forward? Is the project embraced to 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 has been embraced by your congregation? How do you see energy and enthusiasm growing?

- ***Are you engaging any community partners in your project? If so, please identify them and describe their role and how you will work together.***

While not a requirement, V2A encourages projects that include establishing partnerships outside the church walls. In this question, congregations that are working with other organizations (non-profits, community groups, agencies, etc.) should describe how they will collaborate with others to bring their project to fruition.

- ***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

The grid should be your roadmap for completion. What needs to be accomplished, and by when? When are significant financial outlays expected? When are consultants, supplies, or physical renovations needed for the project to move forward? The timeline is organized by quarters. To be sure, some quarters may be fuller than others as you envision the workflow.

V2A realizes that things do not usually go exactly according to plan. However, knowing your optimal plan will help you recognize when and how changes can impact overall progress and success. With both the timeline and your response to the question about potential obstacles, you will be better equipped to handle deviations and setbacks.

## BUDGET

V2A is looking for a description and itemization of income and expenses for your project.

On the income side, include the amount you are requesting for the grant along with any other income sources—perhaps your organization or congregation is contributing financially, or one of your community partners is also obtaining a grant. Perhaps there are other donors making a monetary gift. It is important to have a sense of the total income stream.

On the expense side, you are encouraged to research actual costs and not just submit estimates. This way, your numbers create a realistic picture of the resources you will need. Find out the cost of air travel, hotels, and rental cars for a consultant; learn about the costs of building materials and labor if you are converting an existing space into something new for your initiative. V2A wants to help you feel sure you are asking for the appropriate amount for your grant...and not wish you had asked for more! The example below can serve as a guide for the level of detail:

<b>Category:</b>		
<b>Item</b>	<b>Amount</b>	<b>Comments</b>
Food costs	\$\$\$	<i>Any notes you wish to</i>
Printed materials	\$\$\$	<i>provide the Grant Team</i>
Event supplies	\$\$\$	<i>can be written in this space.</i>
Consultancy (no more than 20% of project cost)	\$\$\$	

Rest assured, the Grant Team realizes you cannot foresee every expense. It is appropriate to have a “Miscellaneous Expenses” entry to create cushion in your budget.

As has been highlighted in other places in the V2A website, the grant is not intended for ongoing salaries or general capital campaigns. Further, while growing new worshipping communities is encouraged, V2A does not fund new mission starts in the synod. Your budget can include salaries for consultants and trainers (no more than 20% of budget); funding a new staff position will be considered only if it is demonstrated to be sustainable beyond the life of the grant. Building and construction needs are considered insofar as they relate to the project being proposed. As examples, erecting a multi-purpose fellowship hall for a congregation would not be considered. Expanding and renovating a Sunday school room to create an art studio for a new after school program would be considered.

## 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.