



Upper Susquehanna Synod

Evangelical Lutheran Church in America

God's work. Our hands.

GUIDELINES FOR THE GRANTS PROGRAM TO CONGREGATIONS

Administered by the Small Church Mission Team of the Upper Susquehanna Synod, ELCA; funding through the ELCA's Director for Evangelical Mission grant to synods.

Grants will be in the form of decreasing term amounts, up to \$3,000 the first year, up to \$2,000 the second year, and up to \$1,000 the third and final year. Applications are submitted by January 31 and April 30. Approval and distribution of grants may vary according to available funds.*

Application must be made each year in order to continue to receive funding.

**Requests received after January 31 will be considered only if available funds have not been fully allocated..*

Grants will be made to:

1. Maintain ministry in congregations that are in strategic areas, i.e. meeting the needs of a specific part of the community.
2. Encourage faith development through quality programs that reach members and non-members alike.
3. Make available financial support and program resources for leadership development and materials, i.e., new curriculum, upgrade of media/newsletters, and continuing education programs.
4. Develop outreach ministries that serve community, locally or globally.

Procedure for requesting grants:

1. Congregations submit an application using forms available through the Office of the Bishop. Consultation with the Director for Evangelical Mission is strongly encouraged prior to submitting an application.
2. The Small Church Mission Team, along with the synod's Director for Evangelical Mission, will review the application in consultation with the Office of the Bishop and make recommendation to the Synod Council.
3. Grant applications need to be sent by January 31 of each year to:

The Rev. Craig A. Miller
Upper Susquehanna Synod, ELCA
P. O. Box 36
Lewisburg, PA 17837-0036
Phone: 570-524-9778
prcmiller@uss-elca.org

Expectations of the congregations seeking grants include:

1. Develop a Purpose Statement for the congregation and establish goals for fulfilling the Purpose Statement.
2. Describe how the grant will be used in fulfilling the goals of the congregation.
3. Fulfill the congregational Mission Support (Benevolence) Commitment in the year prior to requesting funds and during the grant period, and submit the congregation's Annual (Parochial) Report to the ELCA in a timely fashion.
4. In a multiple congregation parish and/or union congregations, the applying congregation will have consulted with its partners.
5. Develop on-going stewardship program for the purpose of stimulating and increasing financial support of the congregation's ministry, in order to decrease the need for this grant within three years.
6. Report on the impact of the grant and account for the use of funds at the conclusion of the grant funding year. The report should include outcomes and lessons learned
7. Participation in a congregational training event (e.g., Congregational Mission Planning, The Missional River process, or Transformational Ministry) to eliminate the need for receiving this grant is strongly encouraged. The synod office can assist to schedule one of these events (or something comparable).



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APPLICATION FOR SMALL CHURCH GRANT

Use this form or submit the required information on a separate sheet

Name of Congregation/
Parish/Co-op: _____ Date: _____

Pastor/Interim: _____ Conference : _____

Address: _____

City: _____ Zip Code: _____

Phone: _____ Email: _____

AMOUNT REQUESTED \$ _____ for the year _____

Is this a continuation of a current Small Church grant? Yes _____ No _____ *If yes, complete section B*

From the last Parochial Report: Year or most recent report _____	
Baptized Members (line 4): _____	Average Worship (line 7): _____
Confirmed Members (line 5): _____	Mission Support: _____

What is the purpose (mission) of your congregation?

What are the goals of your Congregation to carry out your purpose (mission)?

Attach to this application

1. Copy of the Treasurer's Report to the Congregation report for the last calendar year.
2. Copy of the congregation's most recent Audit Report.
3. Copy of the current year budget for the congregation.

Has your congregation's most recent Annual Report Form (Parochial Report) been filed? ___ Yes ___ No

The congregation's Mission Support Commitment for the current year: \$ _____

The congregation's Mission Support remittance for the previous year: \$ _____

Are you currently receiving aid from any other agency?

Yes _____ No _____ If Yes, please indicate source(s) and amount(s): _____

1. Purpose of Grant

How will the grant be used? Include as much detail as possible, including budget, timeline, goals. Use separate sheet if necessary.

2. Plan for Stewardship

In order to reduce the amount of the grant request for the next year or to eliminate the need for the grant money, our plans are to do the following:

CONGREGATION COUNCIL ACTION

Signature

Council President: _____

Phone: _____ Email: _____

Council Secretary: _____

Phone: _____ Email: _____

Grants will be paid to the congregation. Please indicate to whose attention.

Name: _____

Address (if different from church): _____

City _____ Zip Code _____

SECTION B

Complete this section if this is a renewal application

Impact last year

Average Attendance _____
 Number of participants _____
 Total individual contacts _____
 Members _____
 Non-members _____

Staff

Paid _____
 Volunteer _____

Accounting of expenses (food, advertising, staff, rent, equipment, etc)

Description	Small Church Grant	Congregation Funds	Other Funds
Total Funds			

For office use

Application received: _____ **Small Church Mission Team reviewed:** _____

Recommendation: \$ _____ **to be paid** Annually / Semi-annually / Quarterly

Synod Council Action: _____ **Date:** _____

Small Church Mission Team Follow-up/review – Date: _____