

Why are you asking that question in the Be Still and Know Sabbatical Grant Application?

What is your process for determining who will receive a Be Still and Know Sabbatical Grant?

We ask this to understand how your organization will decide which clergy and congregations receive Be Still and Know Sabbatical Grants. Your answer should describe the criteria, process, and people involved in making those decisions. The process should fit your organization's context and the communities you serve, including any cultural, denominational, geographic, or congregational considerations. This helps the Grant Oversight Committee understand that grant funds will be distributed thoughtfully, fairly, and in a way that makes sense for your constituency.

Describe your staffing model and organizational capacity to administer these grants. Who will do the work? (organizational staff, denominational staff, contractors)

We ask this to understand who will be responsible for carrying out the program and whether your organization has the capacity to administer it well. Your answer should identify the staff, denominational partners, contractors, consultants, or resource partners who will do the work. This helps the Grant Oversight Committee see that you have planned for implementation and are prepared to begin once funds are awarded.

What is your communication/education/marketing plan to clergy and congregations? How will you specifically reach out to traditionally marginalized and/or under-resourced clergy?

We ask this to understand how clergy and congregations will learn about the opportunity and how your organization will encourage participation. Your answer should describe the communication methods you will use, such as emails, newsletters, meetings, denominational channels, personal outreach, or partner networks. Please also explain how you will reach clergy who may be traditionally marginalized, under-resourced, or less connected to your usual communication channels. This helps the Grant Oversight Committee understand how you will make the opportunity visible, accessible, and inviting to the communities you serve.

- CBA's grant proposal states: "Partners and/or historically underrepresented faith traditions – weight will be given to grant applications that reach beyond the main denomination and provide services to or in partnership with historically underrepresented faith traditions."

What challenges might your organization face in communicating about this program and disbursing the funds and how will you overcome them?

We ask this because every program faces practical challenges, even when it is well designed. Your organization may encounter barriers related to communication, participation, staffing capacity, timing, financial processes, or distributing grant funds to clergy and congregations. Your answer should name the challenges you can reasonably anticipate and describe how you would respond to them. This helps the Grant Oversight Committee see that you have thought ahead and considered practical solutions before challenges become significant obstacles.

What is your greatest hope for how a sabbath experience affects the overall wellness of a clergy person and congregation who receive a Be Still and Know Sabbatical Grant? (Tell us a four sentence story that you would love to receive that tells of the impact of a clergy person and congregation receiving a Be Still and Know Sabbatical Grant)

We ask this to understand the kind of change you hope this grant will make possible for clergy and congregations. Your answer should tell a brief story that illustrates the impact you would most want to see, such as renewal, rest, healthier leadership, deeper congregational support, or a stronger culture of sabbath. This helps the Grant Oversight Committee understand the deeper purpose behind your program and the impact you hope the grant will support.

What does success look like for your organization in this initiative?

We ask this to understand what your organization hopes to accomplish through this initiative. Your answer should describe the outcomes, changes, or signs of progress that would tell you the program is working. These may include participation goals, clergy wellness outcomes, congregational learning, new partnerships, stronger systems, or lessons learned. This helps the Grant Oversight Committee understand your goals and how you will know whether the initiative has been meaningful.

What does sustainability (financial and programmatic) look like beyond the grant period?

We ask this because grant funding is time-limited, and we want to understand whether any parts of the program could continue after the grant period ends. Your answer should identify elements that may be sustained, adapted, scaled back, or integrated into your organization's ongoing work. This helps the Grant Oversight Committee understand how the program may have value beyond the grant term and how it could strengthen your organization's long-term support for clergy wellness.

How does this initiative complement your organization's mission?

We ask this because programs are more likely to be meaningful and sustainable when they are clearly connected to an organization's mission. Your answer should explain how the Be Still and Know Sabbatical Grant Program supports, extends, or deepens the work your organization is already called to do. This helps the Grant Oversight Committee understand why this program fits your organization and how it could become part of your ongoing ministry or service.

Budget Guidance: Applicants should request only those funds that are necessary to accomplish the proposed project. Budget items should be reasonable, clearly connected to project goals, and described in sufficient detail to demonstrate how grant funds will be used. Administrative overhead may not exceed 5% of the total grant request.

Budget categories:

Administration/Personnel- compensation and benefits for employees of the CBA member organization or contractors whose time is dedicated to planning, managing, implementing, or evaluating grant funded programs. Examples are: portions of salaries, stipends for project staff, percentage of staff time devoted to programs, or contractor fees.

Communication- funds supporting the promotion of the program, recruiting participants, and disseminating resources. Examples are: designing and printing promotional materials, developing program toolkits, social media advertising, graphic design for advertising and branding.

Be Still and Know Sabbatical Grants- regranted funds by the CBA member organization to participating congregations/clergy. This amount should be \$5,000 multiplied by the number of clergy expected to receive grants.

Administrative overhead of up to 5% if needed- Indirect costs associated with administering the grant that cannot be easily assigned to a specific project activity. Limited to a maximum of 5% of the grant request if needed. Examples are: accounting support, financial reporting.

Other- This category should be used sparingly for project related expenses that do not fit within the categories above but are necessary to achieve the goals of the grant. Applicants should provide a brief explanation for each item. Examples are: assessment tools, software subscriptions to carry out grant activities.

How did you determine the amount of matching funds that your organization will contribute?

We ask this to understand how your organization arrived at its proposed matching amount. We recognize that organizations have different levels of available resources and may face different constraints, such as restricted funds, fundraising capacity, or other commitments. There is no correct matching amount beyond the program requirements. Your answer should explain the reasoning behind your match and any factors that shaped what your organization can contribute.

The Grant Oversight Committee will make recommendations about which organizations receive grant funding, and at what level. Select all levels of funding that you could implement a scaled version of your program(s)

We ask this because the Grant Oversight Committee may need to consider funding proposals at levels below the full amount requested. Your answer should identify any lower funding levels at which your organization could still implement a meaningful scaled version of the program. This does not mean your full request will not be considered. Rather, it helps the committee understand what is possible at different funding levels and gives them more flexibility than simply funding or not funding a proposal.