

## **Why are you asking that question in the Full Scale Denominational Grant Application?**

### **What denominations does your organization serve?**

We ask this to understand the range of denominations and clergy communities your organization reaches. This helps our funder and the Grant Oversight Committee see the breadth of CBA members' connections and the potential reach of proposed clergy wellness programs.

### **Does your organization have access to clergy outside of your plans?**

We ask this because our funder wants to understand whether CBA members can serve clergy beyond those enrolled in their plans. For example, some organizations may be able to reach clergy through denominational relationships, networks, or other eligibility pathways. Your answer helps clarify the potential reach of your proposed program.

### **How have you involved clergy and other conversation partners in the planning and development process?**

We ask this because strong clergy wellness programs are usually developed with input from the clergy they are intended to serve. Your answer should show how you listened to clergy and other relevant conversation partners through focus groups, surveys, interviews, planning meetings, or similar efforts. This helps reviewers understand that the program is grounded in real needs rather than assumptions.

### **Describe your staffing model and organizational capacity to administer this program. Who will do the work? (organizational staff, denominational staff, contractors, resource partners)**

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 reviewers see that you have planned for implementation and are prepared to begin once funds are awarded.

### **What challenges might your organization face implementing this program and how will you overcome them?**

We ask this because we understand that not every part of a program will go exactly as planned. 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, identified possible barriers, and considered practical solutions before they become significant obstacles.

### **Estimate how many clergy will participate in the proposed program(s).**

We ask this to help the Grant Oversight Committee understand the expected reach and scale of your program. Your estimate does not need to be exact, but it should be realistic and connected to the size and design of your proposed activities and budget.

**What will clergy be doing differently as a result of this program? Describe the outcomes you expect and whether your approach emphasizes deeper impact for a smaller group or broader reach for a larger group.**

We ask this to understand the kind of impact you expect the program to have. There is no single right answer. Some programs may reach a large number of clergy through a shorter event, while others may work more deeply with a smaller group over time. Your answer should explain what you hope clergy will do, experience, or practice differently because of the program and why your chosen approach fits your goals.

**What elements of this programming can be most easily sustained after grant funding ends? What does financial sustainability look like beyond the grant period?**

We ask this because grant funding is time-limited, and we want to understand which 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 reviewers understand how the program may have value beyond the grant term.

**How does this initiative complement your organization's mission?**

We ask this because programs are more likely to continue when they are clearly connected to an organization's mission. Your answer should explain how the proposed clergy wellness initiative supports or extends the work your organization is already called to do. This helps reviewers 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:**

**Programming/events/hospitality-** costs directly related to delivering and supporting grant-funded activities, gatherings or events. Examples: meeting space rental, event materials, curriculum resources, speaker honoraria, technology for virtual events, childcare during events.

**Personnel-** compensation and benefits for employees of the applicant organization 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.

**Travel-** transportation, lodging, meals and related expenses necessary for program activities for staff, facilitators, contractors, speakers, consultants and/or participants. Examples are: airfare, mileage reimbursement, hotels, parking.

**Consultants/contractors-** payments to individuals or organizations that provide specialized expertise or services but are not employees of the applicant organization. Examples are: facilitators, coaches, researchers, evaluators, trainers, graphic designers, tech vendors.

**Grants-** funds awarded by the CBA member organization to other organizations, congregations, or eligible entities to carry out activities aligned with the grant's purpose. Examples are: mini-grants to congregations or clergy, clergy wellness grants, childcare 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 you could still implement a meaningful scaled version of your program. This gives the committee more flexibility than simply funding or not funding a proposal.