

Envision Grant Application – 2024

Internal Applicants

Proposal Title: _____

Applicant Information

Internal applicants must be sponsored by a CPC Committee or board. Please select one individual to be the point of contact.

On Behalf of the following CPC Committee or board.:

Applicant or Point of Contact Name: _____

Phone Number: _____

E-Mail Address: _____

Mailing Address: _____

Application Submission

The deadline for submitting an application is **1 March 2024**. If additional funds are available, there will be a second application cycle with a submission deadline of 1 September 2024.

Electronic submissions are preferred. Email the completed application and any supporting documents to: envision_fund@catonsvillepres.org.

Applications may also be mailed to:

The Envision Board
Catonsville Presbyterian Church
1400 Frederick Road
Catonsville, Maryland 21228

Application Notes

- Please complete the application as thoroughly as possible. Incomplete applications may be returned to the applicant.
- For information on the evaluation criteria please visit our website:
<http://www.catonsvillepres.org/envision.htm>.
- If additional space is needed, please attach additional pages and indicate to which question the response applies.

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Applicant Affiliation with CPC

Check one box describing how applicant is affiliated with CPC.

- CPC Member
- CPC Staff

Alignment with Envision Award Goals

This section defines how the project aligns with the goals established for the Envision Award.

How does your project align with the committee or board’s sponsorship? _____

How does the proposal align with the vision of the committee/board? _____

If the proposal doesn’t align what would you do to make implementation possible? _____

Date of committee/board sponsorship: _____

Date presented to Session: _____

Date of Session Approval for submission to Envision Board: _____

Categories served by the project (check all that apply):

- Development (*new or expanded ministry areas*)
- Service in Community (*local, national, or international humanitarian activities*)
- Social Justice Advocacy (*work for social change to remove obstacles for all people*)

List any CPC Committee the project is expected to impact other than the committee that sponsored the project (e.g., Childcare Council):

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Stakeholder Support and Concerns

Discuss the project with all potentially impacted CPC Committees. Provide the date of discussion and your understanding of that committee’s reaction to the project.

Project is intended to primarily serve which population:

- Catonsville Presbyterian Church
- Local
- National
- International

Project represents which type of activity:

- New initiative
- Expanded, updated, or changed initiative

Project Details

Project Narrative

Describe your vision of the project. Include additional information or ideas about the project or organization. Include attachments, plans, brochures or samples.

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Project Need

Provide relevant historical information and description of ongoing need. Consider the following questions in your response: How is the project responsive to God’s call? Why is the project important to you? How does the project provide a long-term solution to a problem?

Population Served

Who will benefit from the project?

Project Goals and Evaluation Criteria

How will you measure and report on the project’s success? Please note: You will be expected to report on the progress of the project at regular intervals to the Envision Board as well as during a worship service.

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Funding Details

Project Funds Requested by Year

For single-year funding request, enter just Year 1. For multi-year, enter amount under each year.

Year 1 Request	Year 2 Request	Year 3 Request
\$	\$	\$

Total Funds Requested (*Sum of year 1, 2, and 3 requests*): \$ _____

If the Envision Board is unable to meet the full funding request, is there a lesser amount that would still allow for the project to proceed? (*Select one of these three options*):

Yes - Any funding amount will be gratefully received. *Describe plans for securing additional funding:*

Yes - The project can proceed, but with a reduced scope. *Provide details below along with reduced funding profile:*

Year 1 Reduced Request	Year 2 Reduced Request	Year 3 Reduced Request
\$	\$	\$

No - The project cannot proceed in any meaningful way without full funding from the Envision Awards.

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If the project were to be fully funded, when the funds are expended will the project be complete? If no, please discuss your plans for funding the project after Envision monies have been spent.

Has the project been approved for funds from another organization? If yes, please provide details.

Is the project relying on currently unconfirmed funds from another organization? If yes, discuss what would happen to any Envision monies granted should the other required funds not be obtained.

Has the project received funds from any CPC source in the past? If yes, please provide details.

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Budget Details

Provide a detailed budget breakdown of the Envision monies requested (not of your entire budget). Include any fees (e.g., overseas wiring fees).

Year	Item	Description	Cost
Total Cost			

Detailed Timeline

Provide a milestone schedule for the project including progress reports to the Envision Board at least every six months

Milestone Activity	Planned Completion Date

Budget and Timeline Narrative

Provide a narrative description of your timeline and budget. Indicate how costs were estimated (e.g., best guess, market research, or vendor quote). Attach any quotes to the application.

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Other Project Logistics

Other Resources Required

Do you anticipate other CPC members being involved in the project? If yes, please discuss.

Are any CPC facilities required for the project? If yes, please discuss.

List any necessary resources on which the project relies but for which you do not require Envision monies (e.g., donated items).

Concerns and Mitigations

List any factors you have considered that may hinder completion of the project and what you plan to do to mitigate those risks.