**Challenge-to-Change 2.0**

**Purpose**

The Challenge to Change 2.0 is the result of combining the Challenge-to-Change Grant and the Legacy Fund with the intent to fund projects/programs that align with Hudson River Presbytery's vision and commitment to leadership development, healthy vital communities of faith, and creating/nurturing partnerships.

**Source of Funds:**

1. The net proceeds from the sale of the Hartsdale property (Calvin, United), and whatever additional sums are to be sent, on deposit in the Presbyterian Foundation.
2. The Legacy Fund

**Who is Eligible?**

1. Any Presbytery of Hudson River congregation or presbytery recognized partnership may request funds.

**Timeline**

1. Applications will be received biannually (April 1st and October 1st).

Decisions or requests for follow-up information will be sent following the review dates.

1. The chairperson of the committee will let grantees know of the final decisions and any questions should be directed to the chairperson or Presbytery staff person for the Grants Committee.
2. Funds will be made available following approval.

**Criteria**

To qualify for consideration for this grant, proposals will:

1. Demonstrate how it lives into the vision and mission of Hudson River Presbytery and the specific congregation/partnership.
2. Be current on Session minutes, statistical reporting, and show regular participation in the life of the presbytery.
3. Provide a dated letter of support from the Session and minutes from the meeting where the application was approved by the Session.
	1. If the congregation is partnering with an outside group, the congregation must demonstrate and articulate the congregation’s level of involvement. The congregation must also submit a letter documenting their involvement with an outside group.
4. A Presbytery partnership must provide a letter of support from its advisory committee or steering committee (or related board).
5. Provide a final report to the Grants Committee.
\*A congregation may have up to two concurrent projects at a time.
\*\*A congregation/partnership will be ineligible to apply for another grant until the final evaluation is complete.
6. Salary support for programs (described in the application) will only be considered if it represents 25% or less of the grant received. An exception to this rule is congregations that wish to train or nurture seminarians through internships or residencies. (Staff is defined as the primary organizer or facilitator overseeing the operations of the project. The staff definition does not include guest speakers, musicians, artists, etc.)
7. The grant application and evaluation will be completed by a Presbytery of Hudson River congregation(s) or presbytery partnership.
8. Only 10% of the grant money awarded can be used for capital improvements (even if capital improvements are essential to your project). Please refer to the Property Committee's Capital Grant/Loan program (0% interest) for additional capital improvement needs. A “capital improvement” is defined as: “An addition or alteration to real property that: substantially adds value of the real property, or appreciably prolongs the useful life of the real property; becomes part of the real property or is permanently affixed to the real property so that removal would cause material damage to the property or article itself; and is intended to become a permanent installation.” ([NYS Dept. of Taxation and Finance, “Publication 862”](https://www.tax.ny.gov/pdf/publications/sales/pub862.pdf))
\*A full (but not exhaustive) list of examples can be found in Publication 862 of the NYS Department of Taxation and Finance. (Link [HERE](https://www.tax.ny.gov/pdf/publications/sales/pub862.pdf))
	1. An exemption to capital improvements (approved by the Council) includes prayer labyrinths, community gardens, and limited outdoor environmentally minded features. This exemption also applies to projects involving innovative or significant shifts in a ministry's digital presence.
9. Please list your congregation’s/partnership’s financial assets (i.e., savings, investments, etc.).

If an official Presbytery partnership, proposals will also:

1. Clearly articulate how the partnership has been active in the lives of Hudson River Presbytery congregations.
2. State how this program will develop not only the partnership's ministry but also involvement from congregations in the presbytery.
3. Demonstrate what kind of funds or in-kind support they have received from congregations.

Additional items for Presbytery partnerships:

1. Partnerships in Hudson River Presbytery are eligible for the following amounts due to matching funds (separate from the Grants Committee): One-time applications up to $20,000 and multi-year applications up to $135,000.
2. If a Presbytery partnership is partnering with an outside organization, they must provide documentation of the Presbytery’s congregation’s involvement. State specifically how Presbytery congregations are involved.

**Other Considerations**

If applying for a multi-year grant, please be aware of the following:

1. Multi-year programs will be recommended to receive coaching as assessed by the Grants Committee. Coaching will include 48 hours over 36 months.
	1. A certified coach will be recommended by the Presbytery to the project team to choose.
		1. Congregation shall receive an ICF coach provided by the Grant’s Committee. Coaches will partner with Clients in a thought-provoking and creative process that inspires them to maximize their [God-given] personal and professional potential.
		2. Partnerships may be required to receive an ICF coach based on the Grant's Committee and Council's discretion. The cost of coaching will be taken from the amount awarded. (The partnership may use another coach if ICF certified and sign-off by the Congregational Assessment Specialist.)
	2. The team will be comprised of those who will be leading the project/program. The team should have around three to five individuals.
2. Congregations who have not done a Holy Cow! Assessment in the last three years are required to do an assessment before applying for a multi-year grant.
3. The church/partnership must submit a yearly renewal application that provides critical updates and key learnings from their work with the coach.
4. A congregation or partnership must show significant commitment to the project or program. The Grant Committee expects a congregation/ partnership to provide a detailed account of financial investment (including support from partner organizations if applicable) and in-kind support (i.e., space, utilities, supplies, etc.)
5. Receive final approval from the presbytery Council.

**Evaluation Process**

Each grant recipient will submit a final report (due a year from the date of approval). Recipients who do not submit a final report will not be eligible to submit new applications until the Grants Committee receives it.

\*If there is a delay in the project and more time is needed for the final report, please let the Grants Committee know.

Multi-year grants will receive support from a coach and other follow-ups, such as an in-person visit and an end-of-first-year report/follow-up application for additional funds (as part of a multi-year request).

**Amount(s)**

* One-time applications (approved by the Grants Committee) may be awarded up to $25,000.
* Multi-year applications (approved by the Grants Committee and Council) may be awarded up to $150,000.
* Partnerships in Hudson River Presbytery are eligible for the following amounts due to matching funds (separate from the Grants Committee): One-time applications up to $20,000 and multi-year applications up to $135,000.

**Timelines & Key Elements**

**Timeline:**

**Key Elements (Highlights):**

* Submit your application by April 1st or October 1st. One-time applications will be reviewed by the Grants committee and multi-year applications by the committee and Council.
* Submit a letter of endorsement from your Session.
* The Grants Committee will review applications. If requesting a multi-year grant, Council approval is required.
* Applicants will receive a letter stating the Grants Committee decision.
* Multi-year projects will be assigned a coach as assessed by the Grants Committee (provided by the presbytery). Coaches will work with the project team and provide updates to the Grants Committee.
* A project evaluation report will be submitted a year from the award date.

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| **Challenge-to-Change 2.0 Application**(Please Submit as A PDF File – Submit to grants@hudrivpres.org) |
| Proposal Title: |  |
| Date Submitted: |  |
| Name(s) of Church(es) / Presbytery Partnership Submitting This Proposal: |
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| Name of Primary Contact: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
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| Is this a multi-year application? (yes/no) |  |
| \*If yes, please submit the supplemental questions attached to this application.  |
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| Cost of Project: |  |
| Grant Amount Requested: |  |
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| Approved By: |  |
| \*Attach dated statement (i.e. minutes) of approval signed by Clerk of Session or an appropriate Ministry Chair.  |
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| 1. **Summary:** What is the vision or goal of project/program/ministry? What do you hope to accomplish? How is this proposal related to your organization’s mission statement?  |
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| 2. **Need:** Briefly state the identified need(s) this project will address.  |
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| 3. **Compatibility**: Please state how this project is compatible with your mission/vision statement(s) and the presbytery’s vision statement ([found here](https://www.hudrivpres.org/about-us)):  |
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| 4. **Objectives/Outcomes:** List (or number) specific measurable expected outcomes.  |
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| 5. **Methods/Work Plan:** Describe specifically what this project will do, including detailing who will staff the project and a general chronological project plan. (If the congregation is partnering with an outside group, the congregation must demonstrate and articulate the congregation’s level of involvement. The congregation must also submit a letter documenting their involvement with an outside group.) |
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| 6. **Budget:** Provide a detailed budget indicating the amount to be supported by this grant and amounts to be supported either directly by a church/ministry contribution or through in-kind contributions (i.e., donated space, supplies, utilities). \*You may format your budget below or use the sample template at the end of this application. |
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| **7. Financial Assets:** Please provide an account of your church’s/partnership’s financial assets (i.e., investments, savings, etc.) |
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| 8. **Evaluation:** Describe the specific way each objected (stated in Question 4) will be measured. State how you will measure the qualitative aspects of your project such as leadership development, attitude change, or quality of relationships/partnerships.  |
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| **Supplemental Questions**(For Partnerships Only) |
| 1. Clearly articulate how the partnership has been active in the lives of Hudson River Presbytery congregations. |
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| 2. State how this program will develop not only the partnership's ministry but also involvement from congregations in the presbytery. |
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| 3. Demonstrate what kind of funds or in-kind support they have received from congregations. |
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| 4. State specifically how Presbytery congregations are involved. |
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| **Supplemental Questions**(For Multi-Year Projects Only - Submit to grants@hudrivpres.org) |
| **\*Please understand that a Year 2 and Year 3 application will be required.**  |
| 1. Are you collaborating with other congregations/presbytery partners or community groups? If so, please explain the roles each will play. Please attach a brief letter of support (and commitment to be involved) from any congregation(s)/presbytery partners or community groups. |
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| 2. How will the project be sustained after the grant period ends?  |
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| 3. Please describe how members of the congregation/partnership will support the vision and mission of the project. (i.e., How will this project cultivate and encourage involvement from those who are not staff or project team members?) |
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| 4. Please describe both the financial investment/commitment of the congregation(s) / partnership and in-kind contributions that will be put towards the project. |
| Source | Financial Contribution | In-Kind Support | Note(s): |
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| **Grand Total:** |  |
| Additional Comment(s): |
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| Please Identity the Team to Receive Coaching (3-5 People): |
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| **Budget Template** |
| **Income Source** | **Amount** | **Note(s)** |
| Challenge-to-Change |  |  |
| Other Grant(s) |  |  |
| Church Contributions |  |  |
| Other Contributions |  |  |
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| In-Kind Support: |  |  |
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| Total Income: |  |
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| **Expenses** | **Amount** | **Note(s)** |
| Personnel  |  |  |
| Benefits/Payroll Tax |  |  |
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| Other Expenses |  |  |
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| Total Expense: |  |  |

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| **Multi-Year Renewal Application**(Required for Year 2 & Year 3 Funding Submit to grants@hudrivpres.org) |
| Project Title: |  |
| Date Submitted: |  |
| Name(s) of Church(es) / Presbytery Partnership Receiving Funds: |
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| Name of Primary Contact: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
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| 1. Please describe the project's current phase as it relates to the general chronological order provided in Question 5 of the Challenge-to-Change 2.0 application. Is the project on track with the timeline previously submitted? If not, please give a reason as to why. |
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| 2. What objectives and outcomes, as stated in Question 4 of the Challenge-to-Change 2.0 application, have you met to date? |
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| 3. What has been the most successful part of your work thus far? |
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| 4. What challenges are growing edges have occurred and how have you resolved or learned from them?  |
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| 5. What other church(es) or community group(s) have been involved this year and how have they participated? |
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| 6. What impact have you seen within your church or organization? What impact have you seen within the community? |
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| 7. What grant money have you spent and what have you spent it on? How does your budget this year match the budget in your application? |
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| 8. What are your objectives and outcomes for the coming year and how much do they match the objectives and outcomes listed in your original application?  |
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| 9. What have you learned about your church/organization and your community as you have pursued this project? |
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| 10. How do you plan to continue funding for your program after the grant is completed? |
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| 11. Any other information or thoughts that you would like to provide the Grants Committee? |
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| 12. If you are receiving coaching as a part of the grant, would you please share how it's contributed to the work of the team and the overall project? |
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| 13. Please submit any pictures, video clips, etc., that will help us understand and celebrate your work thus far. (Please use a file sharing service like Google Drive, Drop Box, or One Drive.) A link can be placed down below:  |
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| Please return your report to grants@hudrivpres.org. It will then be reviewed by the Grants Committee.  |