

ILLINOIS CONFERENCE of the UNITED CHURCH OF CHRIST  
1840 Westchester Blvd., 2<sup>nd</sup> Floor, Westchester, IL 60154  
Rev. Michelle Hughes, Associate Conference Minister for  
Vitality, Transformation and Sustainability  
Phone: (708) 344-4470; Email: ilconfmichelle@gmail.com

## LEEAP Grant Funding Application for 2020 Disbursement

- NOTE: Hard Deadline is October 1, 2019 for Completed Application Receipt.
- NOTE: Your ACM's prior Endorsement is REQUIRED before we can consider this. See Section 9 on Page 7. A LEEAP ACM Assessment Form is attached.
- ADVICE: You may edit this unlocked MS Word document on your computer. Replace lines, add spaces, etc. Customize the form to suit your story. Save this document to a new file title and give it your own name. When customizing, don't get lost; make sure to answer our questions! It's OK to add new pages and attach more documents when done.

### Section 1 - Introduction:

Date: \_\_\_\_\_ Amount of 2020 Grant Request: \$ \_\_\_\_\_

Name of Church / Ministry: \_\_\_\_\_

If a Ministry, name of sponsoring UCC church: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_; Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_; State: IL; Zip Code: \_\_\_\_\_

Pastor Name: \_\_\_\_\_

President / Moderator: \_\_\_\_\_

Person completing this application: \_\_\_\_\_

List the names & titles of those who participated in the development and design of the proposed program and grant request:

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Is this application an official request from the congregation, consistory, or governing board of your church? YES \_\_\_\_\_ ; NO \_\_\_\_\_ .

If NO, please explain: \_\_\_\_\_

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This Proposal is to fund:

New Church Start: (Check One)

Year 1 \_\_\_\_\_ ; Year 2 \_\_\_\_\_ ; Year 3 \_\_\_\_\_ ; Year 4 \_\_\_\_\_ ; Year 5 \_\_\_\_\_ .

Church Revitalization: (Check One)

Year 1 \_\_\_\_\_ ; Year 2 \_\_\_\_\_ ; Year 3 \_\_\_\_\_ .

Ministry Project: (Check One)

Year 1 \_\_\_\_\_ ; Year 2 \_\_\_\_\_ ; Year 3 \_\_\_\_\_ .

Does this project have another denominational affiliation? If YES, with whom?

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Does this project have any other sources of funding? If YES, from whom?

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**Section 2 – Purpose(s) / Goals:**

1. Describe your project. Attach extra sheets or exhibits as needed.

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2. Who are you trying to reach through this project? Is there a targeted demographic?

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3. List 3 – 4 “SMART Goals” (see attachment for explanation) for this project, including the specific activities to reach those goals, and the timeline for implementation. Attach extra sheets or exhibits as needed.

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4. Tell us how you will evaluate the progress or the outcome of this project.

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**Section 3 – Evangelism, Impact, Worship Attendance and Membership:**

NOTE: For this Section 3, write your own story, but please include answers to these following questions within your narrative.

1. What is your total church membership? \_\_\_\_\_ members.

2. (For revitalization requests) What has been your average worship attendance?

2015: \_\_\_\_\_ ; 2016: \_\_\_\_\_ ; 2017: \_\_\_\_\_ ; 2018: \_\_\_\_\_ ; 2019: \_\_\_\_\_

3. (For revitalization requests) What activities have been previously undertaken to increase attendance?

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4. What is the church doing to help transform people’s lives and to impact the surrounding community?

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5. Does the membership of the church reflect the composition of the surrounding community?  
YES \_\_\_\_\_ ; NO \_\_\_\_\_. If NO, please explain.

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6. How do you see God at work in your congregation?

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7. Has the church gone through a re-visioning or revitalization process before? If YES, what has the church discerned that God is calling it to do or be?

8. (Different from question 4 above) Describe your church's involvement in / with the community:

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9. Describe your church's involvement with the Illinois Conference UCC, your Association, and Cluster:

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10. What contributions have been made OCWM (Our Church's Wider Mission) during the past (3) years?

YTD-2019 \$ \_\_\_\_\_ ; 2018 \$ \_\_\_\_\_ ; 2017 \$ \_\_\_\_\_ ; 2016 \$ \_\_\_\_\_

11. How much has your church contributed to others in the last few years:

YTD-2019 \$ \_\_\_\_\_ ; 2018 \$ \_\_\_\_\_ ; 2017 \$ \_\_\_\_\_ ; 2016 \$ \_\_\_\_\_

**Section 4 – Buildings & Grounds:**

1. Does the church have its own building? YES \_\_\_\_\_ ; NO \_\_\_\_\_ .

2. Does the church building have major repair or renovation needs? Please list:

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**Section 5 – Stewardship:**

1. Please describe your stewardship program:

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2. When did the church last complete a stewardship program? YEAR: \_\_\_\_\_

3. Do members of the church pledge? YES \_\_\_\_\_ ; NO \_\_\_\_\_ .

If YES, please list the number of pledging units for the last four years:

2019 \_\_\_\_\_ ; 2018 \_\_\_\_\_ ; 2017 \_\_\_\_\_ ; 2016 \_\_\_\_\_ .

**Section 6 – Legal and Financial:** Please provide the following:

1. A current copy of your church's Constitution and By-Laws.

NOTE: Not required for second-and-subsequent-year applicants.

NOTE: New Church Starts please provide by the end of the 1<sup>st</sup> benefit year.

2. Most recent Year-End Financial Report

3. Current-Year Budget

4. Most recent Year-To-Date Financial Report

5. Is the size of your project greater than the amount you have requested through the Illinois Conference LEEAP program? YES \_\_\_\_\_ ; NO \_\_\_\_\_ .

If YES, please explain where the rest of your project funding is coming from:

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**FRIENDLY WARNING:** The Illinois Conference UCC will only supply project funding from one (1) Illinois Conference funding source. In your planning, please anticipate that LEEAP should be your only source of funding from Illinois Conference UCC.

**Section 7 – Proposed Budget for your LEEAP Grant project funds:**

1. Provide a concise description of how the funding you are requesting from LEEAP is to be used. A regular project budget format with line item expenses would be ideal. OK to submit via an EXCEL or other spreadsheet or list-type attachment.

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**Section 8 – Sustainability:**

1. Beyond LEEAP, how will you continue to fund this project in the future?

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**Section 9 – Association Conference Minister Required Endorsement:**

**IMPORTANT NOTICE!!!**

The Illinois Conference LEEAP Committee will not consider your grant proposal until the Associate Conference Minister serving the Association in which the project will be located first assesses and approves your LEEAP grant application. The ACM's all know this, and you will receive reasonable priority and cooperation from your ACM.

It is actually helpful to discuss your proposed LEEAP grant request with your ACM PRIOR TO COMPLETING THIS APPLICATION; so that you may assure yourselves of an ACM endorsement once you get the whole project worked out and budgeted.

A copy of the ACM Assessment Form for LEEAP Grant Requests is attached to this form. Please prepare your grant application and submit it to your ACM together with the attached ACM Assessment Form for their review. Your ACM will contact you to ask questions and then will complete the form.

Your ACM may ask for changes to your project structure as a condition of the ACM's endorsement. Please cooperate as requested or suggested, so that you may submit a completed application timely: October 1, 2019 is a HARD DEADLINE.

**Section 10 – Signatures:**

CHAIR, GOVERNING BOARD:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

PASTOR:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name



# Illinois Conference of the United Church of Christ

Assessment Form for projects requesting funds from the  
Local Evangelism, Envisioning And Planting (LEEAP) Fund

**Page 1 of 2** Pages to be completed by the Associate Conference Minister

Project Name: \_\_\_\_\_

Pastor / Leader: \_\_\_\_\_

Rank the following from (circle one)                      Poor   1   2   3   4   5   Excellent

1. Is the project Evangelistic in nature? It provides a clear outreach strategy for reaching out to bring disciples to Christ?

Poor   1   2   3   4   5   Excellent

Comments: \_\_\_\_\_

\_\_\_\_\_

2. The project has a goal-setting process and appears to have clear and reachable goals.

Poor   1   2   3   4   5   Excellent

Comments: \_\_\_\_\_

\_\_\_\_\_

3. The project addresses stewardship needs.

Poor   1   2   3   4   5   Excellent

Comments: \_\_\_\_\_

\_\_\_\_\_

4. The project provides a clear and concise description of how the funds are to be used.

Poor   1   2   3   4   5   Excellent

Comments: \_\_\_\_\_

\_\_\_\_\_

**Illinois Conference of the United Church of Christ**

Assessment Form for projects requesting funds from the  
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**Page 2 of 2** Pages to be completed by the Associate Conference Minister

5. The project has a commitment to the wider mission of the church.

Poor 1 2 3 4 5 Excellent

Comments: \_\_\_\_\_  
\_\_\_\_\_

6. The project application has provided the needed information to make an informed decision on funding.

Poor 1 2 3 4 5 Excellent

Comments: \_\_\_\_\_  
\_\_\_\_\_

7. What is your general assessment of the project?

Poor 1 2 3 4 5 Excellent

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Signature:**

\_\_\_\_\_  
Associate Conference Minister

\_\_\_\_\_  
Date

## “SMART GOALS” AND HOW TO SET THEM

Goals should meet the “SMART” criteria:

**S** = Specific

**M** = Measurable

**A** = Attainable

**R** = Realistic

**T** = Timely

### **Goals should be SPECIFIC:**

Goals are straightforward and emphasize what we want to see happen. These goals are specific. They help us focus our efforts and clearly define what we are going to do.

“Specific” is the What, Why, When and How of the SMART GOALS model:

WHAT are you going to do? Use action words: lead, develop, build, plan, etc.

WHY is this goal or work important to do at this time?

HOW are you going to do it? What’s your method?

WHEN: If short-term goals, by when are they to be accomplished?

Ensure that the goals you set are very specific and clear. For example, instead of setting a goal to lose weight or be healthier, set a specific goal to lose an inch off your waistline or to walk 1 mile per day at an aerobically challenging pace.

### **Goals should be MEASURABLE:**

“If you can’t measure it, you can’t manage it.” In the broadest sense, the whole goal statement is a measure for the project. If the goal is accomplished, then there is a success. However, there are usually several short-term or small measurements that can be built up into the goal.

Choose a goal with measurable progress, so you can see the changes occur. How will you see when you reach your goal? Be specific! “I want to read 3 chapters of a 100-page book before my birthday.” This goal shows the specific target to measure.

To break it down further: “Before my birthday in 3 months, I want to read at least 1 chapter per month of a 100 page book.” 3 small wins now fulfill the major goal.

Establish concrete criteria for measuring progress toward the attainment of each goal you set. When you measure your progress, you stay on track, reach your target dates, and experience the exhilaration of achievement that spurs you on!

### **Goals should be ATTAINABLE:**

When you identify goals that are most important to you, you begin to figure out ways you can make them come true. You develop the attitudes, abilities, skills and financial capacity to reach them. You begin to see previously overlooked opportunities to bring you closer to achievement of your goals.

### **Goals should be ATTAINABLE (Continued):**

If you set your goals too far out for you to reach then you won't commit to doing what it takes to get there. You may start with best intentions, but just knowing that your goal is too distant will cause your subconscious to tell you over and over again that you've over-reached, sapping your energy and shutting you down. Your keenness to see new opportunities and strategies will dull.

A goal needs to stretch you slightly so you feel you can do it, and yet know that it will need a real commitment from you. For instance, if you aim to lose 20 pounds in 1 week, we all know that's not achievable. But if you commit to lose just 1 pound per week, not only will you be energized for the week but you will easily set next week's equal-sized goal. Feeling the enthusiasm of this modest success will keep you motivated to keep it up: IN 5 MONTHS YOUR MAJOR GOAL IS ACHIEVED!

### **Goals should be REALISTIC:**

Realistic is not a synonym for "Easy." Realistic instead means "do-able." It means that the learning curve is not a vertical slope; that the skills needed to do the work are available; that the project fits within the overall strategy and goals of the organization. A Realistic project may push the skills and knowledge of the workers, but it shouldn't break them.

Devise a plan or a way of getting there which makes the goal realistic. The goal needs to be realistic for you and where you are in the moment. A goal of never again eating sweets, cakes and chocolate may not be realistic for someone who really enjoys these foods.

For instance, it may be more realistic to set a goal of eating a piece fruit each day instead of one sweet item. You can then choose to work towards reducing the amount of sweet products gradually as and when this feels realistic for you.

Be sure to set goals that you can attain with some effort! Too difficult and you set the stage for failure; but too easy sends the message that you aren't very capable. Set the bar high enough for satisfying achievement!

### **Goals should be TIMELY:**

Set a timeframe for the goal: For next week, in 3 months, by 5<sup>th</sup> grade. Putting an end-point on your goal gives you a clear target to work towards. If you don't set a timeframe or a completion deadline, then the commitment is too vague. It tends not to happen because you feel you can start at any time. Without a time limit, there's no urgency!

Timeframes applied to goals must be Measurable, Attainable, and Realistic.

Everyone involved will benefit from goals and objectives that are "SMART."

"SMART" is the instrument to apply in setting your goals and objectives.