

Internal Envision Fund Application – 2021  
{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 September 2021](#).

**Electronic submissions are preferred.** Email the completed application and any supporting documents to: [envision\\_fund@catonsvillepresb.org](mailto:envision_fund@catonsvillepresb.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.catonsvillepresb.org/envision.htm>.
- If additional space is needed, please attach additional pages and indicate to which question the response applies.

**Envision Fund Application – 2021**

**Proposal Title:** \_\_\_\_\_

**Applicant Affiliation with CPC**

*Check one box describing how applicant is affiliated with CPC.*

- CPC Member
- CPC Staff

**Alignment with Envision Fund Goals**

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

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How does the proposal align with the work of the committee/board?

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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):*

- Ministry Development:** To identify new or expanded ministry areas for a congregation or congregations
- Service:** 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):*

**Envision Fund Application – 2021**

**Proposal Title:** \_\_\_\_\_

**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.*

**Envision Fund Application – 2021**

**Proposal Title:** \_\_\_\_\_

**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.*

**Envision Fund Application – 2021**

Proposal Title: \_\_\_\_\_

**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 Fund 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 Fund.**

**Envision Fund Application – 2021**

**Proposal Title:** \_\_\_\_\_

**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.**

**Envision Fund Application – 2021**

Proposal Title: \_\_\_\_\_

**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
<b>Total Cost</b>			

**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.*

**Envision Fund Application – 2021**

**Proposal Title:** \_\_\_\_\_

**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.*