

## Convocation Grants Terms & Conditions

1. Synodical bylaws state that in years that do not have a District or Synod convention, the circuits of the Districts are tasked with holding a Circuit Convocation. These convocations should “demonstrate that we are people of hope, vigorously sharing the love of Christ.”
2. Convocation events should accent the ministry of reconciliation, which is the Michigan District’s “theme” for 2024. They can take the shape of i) a conference that focuses on congregations coming together for mission ii) a community event that brings people from the congregation and community together or iii) a project that serves the needs of people in their community.
3. Special attention must be given to involving laypeople from the circuit.
4. Grants will be up to \$5000 per circuit. Grants may be used for i) Music or Entertainment, ii) Rental of space or Equipment, iii) Food & Beverage, iv) Travel expenses of speakers, and/or v) Programming Fees.
5. Every circuit will be eligible for up to a \$5000 grant. Individual circuit funds can be combined with other circuits to host an event that will serve all participating circuits.
6. Additional grant awards will be given to circuits that host the most creative and “biggest” event.
7. Applications are required and must meet the criteria above to be approved. Please submit printed applications to: **Laurie Brown – Michigan District, 3773 Geddes Rd, Ann Arbor, MI 48105.** Applications may be reviewed by CEF and the Michigan District up to 30 days after receipt before a decision is made.
8. Grants will be paid as reimbursements. Expenses should be submitted after the event has occurred to **Kris Nowak - Church Extension Fund, 3773 Geddes Rd, Ann Arbor, MI 48105.** No receipts will be accepted after 1/24/25. Sales tax will not be reimbursed, and mileage for personal cars for speakers/entertainment will be reimbursed at standard IRS Rates.
9. Examples of costs that will not be covered: Gift cards, donations directly to a non-profit organization, speakers/topics that are primarily for ordained professional development, events that do not include lay members of congregations or community, paying for regular Winkel expenses, etc.
10. All decisions regarding eligibility or approval are at the complete discretion of CEF and the Michigan District. Decisions will be applied fairly and evenly to all applicants.