**Summary and Final Checklist:**

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| --- | --- | --- | --- | --- |
| Church Name |  |  | Final Checklist | \* |
| Grant Request for year 1 |  | Application form completed |  |
| Grant Request for year 2 |  | Church Resolution signed |  |
|  | | Reporting Agreement signed |  |
| Proposed Start Date of Initiative |  | Financial Statement attached |  |
| Date this application was submitted |  | Letter of Support attached |  |

**Overview**

There are 9 Parts to this Application that must be completed and 2 separate documents (Financial Information and Association Letter of Support) that must be completed and attached:

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| Part 1 | **Just The Facts** | Grants are for churches. Tell us a little about your church. This part will provide us with a record of the contact information we will need for further communications. Also, please tell us your church’s purpose statement. The grant committee members will look for congruity between your purpose statement and the goals you have set out in your application. | Page 3 |
| Part 2 | **What Do You Want To Do?** | What is your vision? What is your goal or goals? Tell us as simply and clearly as possible just what it is that you are wanting to accomplish. *Write one paragraph.* | Page 4 |
| Part 3 | **How Are You Going To Do It?** | What is your plan? Tell us what practical steps you will take to achieve your goals? This will be the most studied part of your application. The grant committee will want to know that your church is not just dreaming but that it has a workable plan in mind to bring its vision into reality. *Write two or three paragraphs* | Page 4 |
| Part 4 | **How Will You Measure Your Progress?** | Explain how will you measure your progress towards achieving the goals you set out in Part 1? If your application is successful, you will be expected to refer back to this part when writing your Grant Reports. *Write one paragraph.* | Page 4 |
| Part 5 | **How Will You Sustain The Initiative?** | Grant funds are given for only a limited time. If it is applicable, tell us what steps will you take in order to be able to carry on with this initiative when the grant period ends? *Write one paragraph.* | Page 5 |
| Part 6 | **What Is The Story Behind This Application?** | What has led up to making this application? Write in terms of the history, gifts and strengths of the congregation. If it is applicable, tell us a little about your community. Tell us why this present initiative likely to succeed. *Write two or three paragraphs* | Page 5 |

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| Part 7 | **What is the Proposed Budget for this Initiative?** | The budget information you provide is intended to indirectly answer the question *“How are you going to pay for this initiative and how can we help.”* Be certain that the “Total Projected Expenses” line on the bottom left side matches the amount of the “Total Projected Income” line on the bottom right side. | Page 6 |
| Part 8 | **Church Resolution** | Grants are for churches. The congregation or its properly authorized leaders must meet and agree to complete and sign the “*Church Resolution.”* | Page 7 |
| Part 9 | **Reporting Agreement** | The CBOQ requires that grant holders provide progress reports, financial reports and articles for publication. The properly authorized church leaders must complete and sign the *“Reporting Agreement.”* | Page 7 |
| Attachment A | **Financial Information** | Attach to this application a clear picture of the church’s finances. Supply the most recent financial report you can, which must minimally include three documents: a “*Statement of Profit and Loss,” a “Statement of Assets and Liabilities” and a “Projected Budget.”* | Attach |
| Attachment B | **Association**  **Letter of Support** | Attach to this application a *“letter of support”* from the moderator of your local area association. Let the moderator know of your plans in advance so that he or she can respond to your request in a timely way. | Attach |

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| **CBOQ Contact Information:**  When the application is completed it can be mailed, faxed or sent by e-mail (with scanned signatures). |
| **Mail:** Missional Initiatives  Canadian Baptists of Ontario and Quebec  5 International Bv, Toronto, Ontario, M9W 6H3  **Fax:** 416-622-2308  **E-mail :**  [wmcintyre@baptist.ca](mailto:wmcintyre@baptist.ca)  [cgouveia@baptist.ca](mailto:cgouveia@baptist.ca) |

**Part 1  Just The Facts**

|  |  |
| --- | --- |
| Church Name |  |
| Church Charitable Status Number |  |
| Church Address |  |
| Phone |  |
| Fax |  |
| E-mail |  |
|  | |
| Average Sunday Attendance |  |
| Current Membership |  |
| Membership five years ago |  |
|  |  |
| Name of Contact Person For Grant |  |
| Contact’s Address |  |
| Phone |  |
| Fax |  |
| E-mail |  |
|  | | |
| Name of Senior Pastor |  | |
| Does the Senior Pastor hold Credentials with CBOQ (Yes or No) |  | |
| Pastor’s Address |  | |
| Phone |  | |
| Fax |  | |
| E-mail |  | |
|  |  | |
| Name of the Area Association |  | |
| Chairperson of Area Association |  | |
| Chairperson’s Address/ Association Address |  | |
| Phone |  | |
| Fax |  | |
| E-mail |  | |

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| Church Purpose Statement |  |

**Part 2 : What Do You Want To Do ?**

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**Part 3: How Are You Going To Do It?**

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**Part 4: How Will You Measure Your Progress?**

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**Part 5: How Will This Initiative Become Self Sustaining?**

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**Part 6: What Is The Story Behind This Application?**

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**Part 7: What is the Proposed Budget for this initiative?**

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| **Projected Expenses**  Categorize and estimate the expenses that you will encounter in carrying out this initiative such as salary, rent, supplies, advertising, administration, etc. | **Amount** |  | **Projected Income**  Identify and estimate the income, (including this CBOQ grant) that you will receive – include partnerships, church contribution, other grants, etc. | **Amount** |
| **YEAR ONE** | |  | |
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|  |  |  |  |
| Total Projected Expenses |  | Total Projected Income |  |

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| --- | --- | --- | --- | --- |
| **YEAR TWO** | |  |  | |
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|  |  |  |  |
|  |  |  |  |
| Total Projected Expenses |  | Total Projected Income |  |

**Part 8: Church Resolution**

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| **Church Resolution**  Be it resolved that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ apply for grants in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_for Year One  *Church/CBOQ partner*  and $\_\_\_\_\_\_\_\_\_\_\_\_ for Year Two from the Canadian Baptists of Ontario and Quebec.  The specific purpose of the grant is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  ***I hereby certify that the foregoing resolution is a true copy of the resolution passed by the congregation of***  ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at a meeting held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.***  *Church (Print Name) Date*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Pastor (Print Name) Pastor (Sign Name) Date*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Church Officer (Print Name) Church Officer (Sign Name) Date* |

**Part 9: Financial Information**

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| **Reporting Agreement**  Successful applicants are required to submit the following reports:  Progress reports (every 6 months): Reports should briefly outline the progress that has been made towards attaining the goals that have been proposed in this application.  Financial reports (every 12 months): Reports should include a profit and loss statement, a budget, and a statement of assets and liabilities.  Articles for Publication (every 12 months): Articles should be two or three paragraphs long and include a photograph (with permission granted to CBOQ to publish). Articles should express the heart of the missional initiative being undertaken.  ***Understanding the importance of careful reporting and appreciating the effectiveness of effective story-telling,***  ***we, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to submit reports and articles according to the***  *Church*  ***above schedule.***  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Pastor (Print Name) Pastor (Sign Name) Date*  *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  *Church Officer (Print Name) Church Officer (Sign Name) Date* |