

CANADIAN
BAPTISTS
of Ontario
and Quebec

CBOQ Grant Guidelines

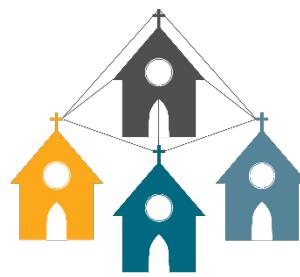
Mission Planting | Church Planting | Missional Initiatives | Church Transformation



TRANSFORMING



RESOURCING



NETWORKING



PLANTING

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INTRODUCTION

CBOQ is a family of churches
Transformed by Christ
Revealing God's kingdom

CBOQ equips churches and leaders as
they engage in their mission from God
in their community.

The purpose of CBOQ Grants is to provide funding to equip churches and leaders as they engage in their mission from God in their community so that they might better fulfill the Great Commission (Matthew 28:19-20) in the spirit of the Great Commandment (Matthew 22:36-40).

The CBOQ Grant Committee, with the help of staff, is responsible for the allocation of grant funds. The committee members will consider the advice and support of the appropriate local area association as they determine how to best make those allocations.

GRANT CATEGORIES

CBOQ Grants are meant to enable ministry in several different areas:

MISSION PLANTING

The whole world has come to Canada. A broad mission field has opened up at our doorstep. Mission plants are “discerned ventures” that have the potential and permission to become local expressions of the church. Mission planting begins by recognizing specific areas of ministry where God is already at work and joining with him; serving in Jesus’ name, sharing His love and salvation, allowing authentic community to develop and then coming together to celebrate God’s work in an appropriate manner.

CHURCH PLANTING

Church Planting can take various shapes. A new congregation might start within an existing church or it might begin in a brand new setting, in an entirely different community. Sometimes, an existing church might consider “re-planting” - starting over again in the same place with a new mission. This is another expression of Church Planting.

MISSIONAL INITIATIVES

Missional Initiative grants are meant to encourage the development of healthy congregations by funding inventive, ministry activities strategically designed to turn the face of CBOQ churches towards their communities for the sake of Christ. There is a broad spectrum of mission activities that may be funded by these grants; ministry to children and youth, to seniors, to newcomers, to the marginalized, and to those who are closest to us who have been made the most distant from us by reasons of injustice. Missional Initiative grants are meant to be given to initiate or expand any sort of Christ centred ministry that would engage the church in the life of its community.

CHURCH TRANSFORMATION

Churches have life cycles. Mission focused churches are continually transforming themselves to align with God’s mission for who they are and how they serve. Church Transformation Grants are meant to provide funding for coaching and training for churches that are actively seeking transformation.

GUIDING PARAMETERS

GRANT FUNDS ARE FOR CHURCHES

CBOQ grant funds are intended only for the use of the local church. The CBOQ's guiding mandate is to equip churches and leaders as they engage in their mission from God in their community. Any CBOQ church will be eligible to submit a grant application. The Grant Committee will bear the following questions in mind in the course of its deliberations:

- Is the church a member of its local area Association?
- Does it support the CBOQ operational values and Baptist distinctives?
- Does it support the CBOQ financially?
- Is its pastor credentialed by the CBOQ?
- Has it demonstrated a heart for its community?
- To what extent is the church invested (time, people, money) in the proposed initiative?
- Has the church sought out other partners or funding sources?
- Is the initiative practical?
- Is the initiative replicable?

Some ministry ventures may be too large to be undertaken by a single church. In such cases it would be permissible for several CBOQ churches to work together, each writing individual grant applications, each giving an account of the use of the funds received.

GRANT FUNDS ARE NOT FOR CAPITAL EXPENDITURES

CBOQ grant funds are not meant to be used to make improvements or additions to churches. Neither are grant funds meant to be used for the purchase of equipment, except sometimes as may be necessary to initiate missional initiatives.

GRANT FUNDS ARE NOT FOR THE ONGOING MAINTENANCE OF EXISTING MINISTRIES

The CBOQ cannot meet all of the needs faced by our churches. Grant funds are not intended to be used for ongoing subsidization of church activities. Grants are meant to help initiate new work or to help grow established work up to the next level. Grants are meant to support vision – not to alleviate need.

GRANT FUNDS ARE GIVEN FOR ONLY A LIMITED TIME

Ministries needs to become self-sustaining. They need to “stand on their own feet” in order to continue over the long run. As time goes along, the CBOQ must eventually cease granting funds to any one particular church in order to be able to help the others. Missional initiatives may be funded for up to two years and church plants may be funded for as long as six years on a two year term renewable basis with the approval of the Grant Committee.

APPLICATION PROCESS

Grant application forms can be downloaded from the CBOQ website at baptist.ca. The CBOQ Grant Committee considers applications twice each year - in the spring and the fall.

- The spring deadline is **April 15** for grants that will begin on **July 1**
- The fall deadline is **October 15** for grants that will begin **January 1**

The CBOQ Grant Committee will study the applications and send written responses to each applicant. In the case of successful applications, payments will generally made on a monthly basis, but custom arrangements can be made as needed.

REPORTING

Reporting is an essential part of the grant process. All of the reporting requirements are set out in the “Reporting Agreement” section of the application. Failure to send in required reports in a timely way will result in stoppage of grant payments.

The CBOQ requires regular feedback in order that;

- Progress can be assessed
- Ancillary support can be given if needed
- Good news can be shared with other CBOQ churches so as to encourage the adoption of best practices and the replication of successful initiatives
- The financial accountability of the applicant may be plainly demonstrated (to suit the requirements of CBOQ’s auditors)

WRITING A SUCCESSFUL GRANT APPLICATION

ASK US

CBOQ's mission is to equip churches and leaders as they engage in their mission from God in their community. As funding allows the CBOQ offers small to medium size grants for the purposes of Mission Planting, Church Planting, Missional Initiatives and Church Transformation. The CBOQ disburses about \$400,000.00 in grant money annually. Each year about fifty churches receive grants of one sort or another. Not every application is successful, but many churches receive at least a part of their request.

SHARE YOUR VISION

If God has given you a vision – a visualization of a better future for your church and community – and if you are serious about acting on it, He will also give you a clear plan forward and everything else you need to carry it out. If all you are missing is money, invite us to be a part of your plans.

SHOW US YOUR PLAN

Applying for a CBOQ grant is a little like going to a bank and asking for a business loan. The bank manager would say; “I want to invest the bank’s money profitably. Show me your plan.” It is just about the same with the CBOQ grant committee. We give grants, not loans but just like the banker, we want to invest wisely. Show us your plan. Tell us in plain language the practical steps you are going to take to carry out your mission from God.

SEND US YOUR BEST APPLICATION

Here's how:

- **Apply before the deadline**

Get started early. Give yourself plenty of time to organize your thoughts. If you can get your work done well ahead of the deadline you will have time to send a draft copy of your application to the staff at the CBOQ offices and get some feedback from them. Then you can refine your application as required. Early planning is good planning and a clear mark of administrative ability. *Late applications will not be considered.*

- **Complete the entire application**

Note that there is a “Final Checklist” on the upper right corner of page one of the grant application form. Before you send in your application in to us, be sure that you can tick off every box. Also on page one you will see a section called “Steps to Filling out the Nine Parts of this Application.” Refer to this section step by step as you work through the application. *Incomplete applications will not be considered.*

- **Keep it practical**

A vision without a plan is just a dream. Demonstrate that you have a practical plan to carry out your vision. The grant committee members will be looking for the practicality of your ideas. They want to know that you have logical steps in mind to enable you to reach your goals. Write in terms of workable strategies and down to earth tactics.

- **Follow the steps**

On page one you will see a section called “Overview”. Refer to this section step by step as you work through the application.

- **Pay attention to the budget**

The budget is the “window of the soul” of your grant application. Pay special attention to the “Proposed Income” side of the budget. The grant committee members will be studying this column to see that the CBOQ is not the only investor in the initiative you are proposing. (*What is the church contributing? Will you be applying for other grants? Is your association able to participate financially?*) Be certain that the “Total Projected Expenses” line on the left side matches the amount of the “Total Projected Income” line on the right side.

APPLICATION

Summary and Final Checklist:

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

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. <i>Write one paragraph.</i>	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. <i>Write two or three paragraphs</i>	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. <i>Write one paragraph.</i>	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? <i>Write one paragraph.</i>	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. <i>Write two or three paragraphs</i>	Page 5

Part 7	What is the Proposed Budget for this Initiative?	The budget information you provide is intended to indirectly answer the question <i>“How are you going to pay for this initiative and how can we help.”</i> 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 <i>“Church Resolution.”</i>	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 <i>“Reporting Agreement.”</i>	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 <i>“Statement of Profit and Loss,”</i> a <i>“Statement of Assets and Liabilities”</i> and a <i>“Projected Budget.”</i>	Attach
Attachment B	Association Letter of Support	Attach to this application a <i>“letter of support”</i> 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

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
jbello@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	

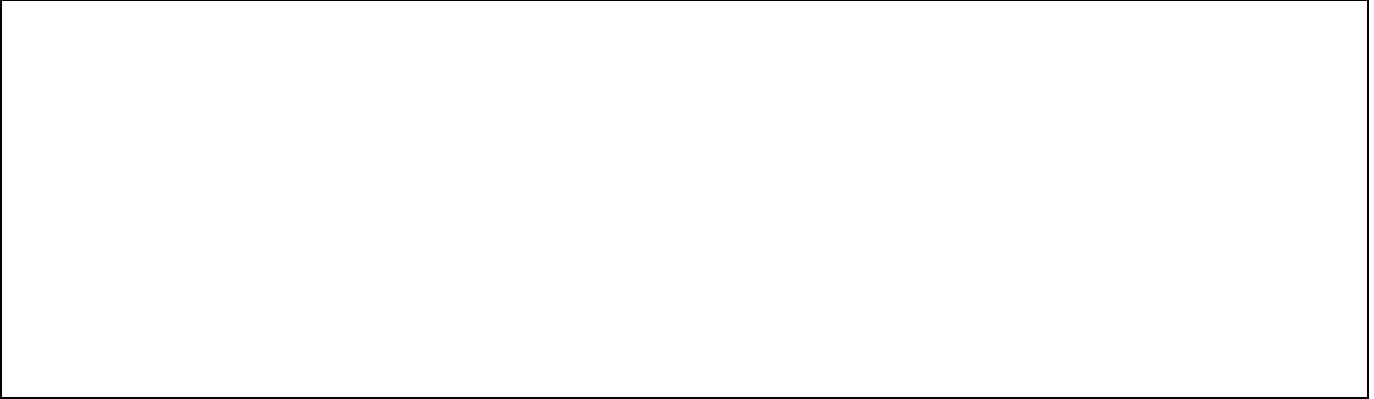
Name of Contact Person For Grant	
Contact's Address	
Phone	
Fax	
E-mail	

Name of Senior Pastor	
Does the Senior Pastor hold Credentials with CBOQ (Yes or No)	
Pastor's Address	
Phone	
Fax	
E-mail	

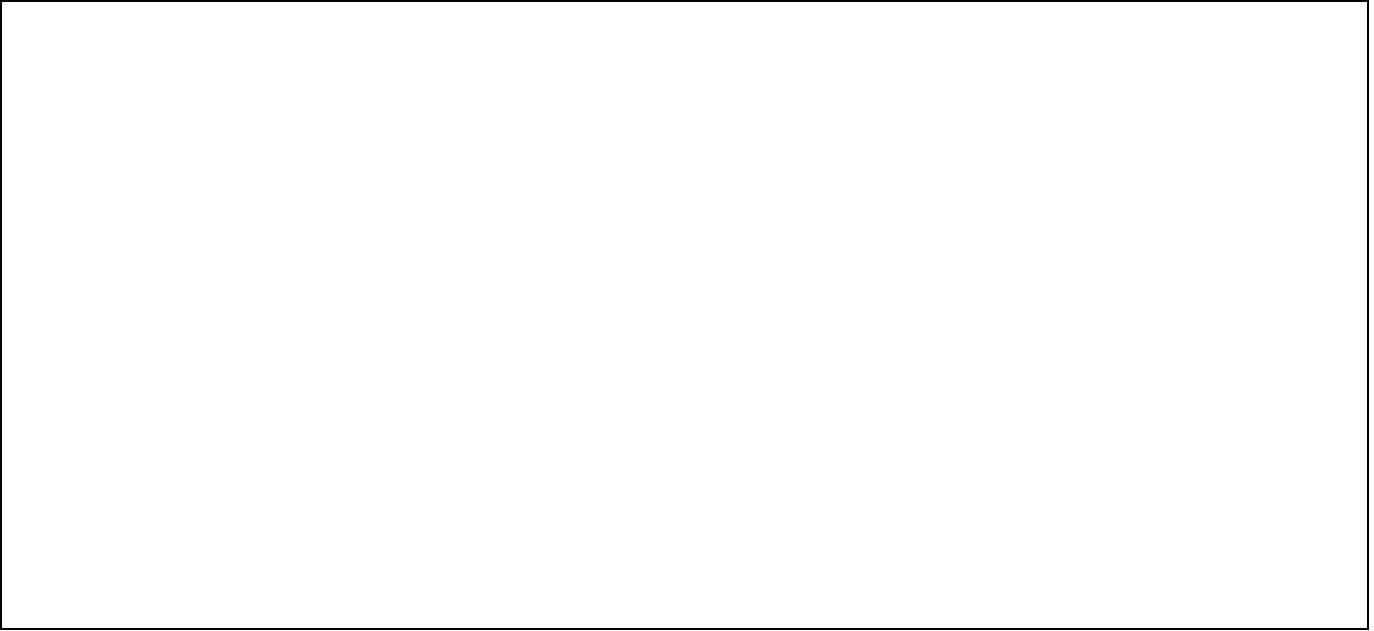
Name of the Area Association	
Chairperson of Area Association	
Chairperson's Address/ Association Address	
Phone	
Fax	
E-mail	

Church Purpose Statement	
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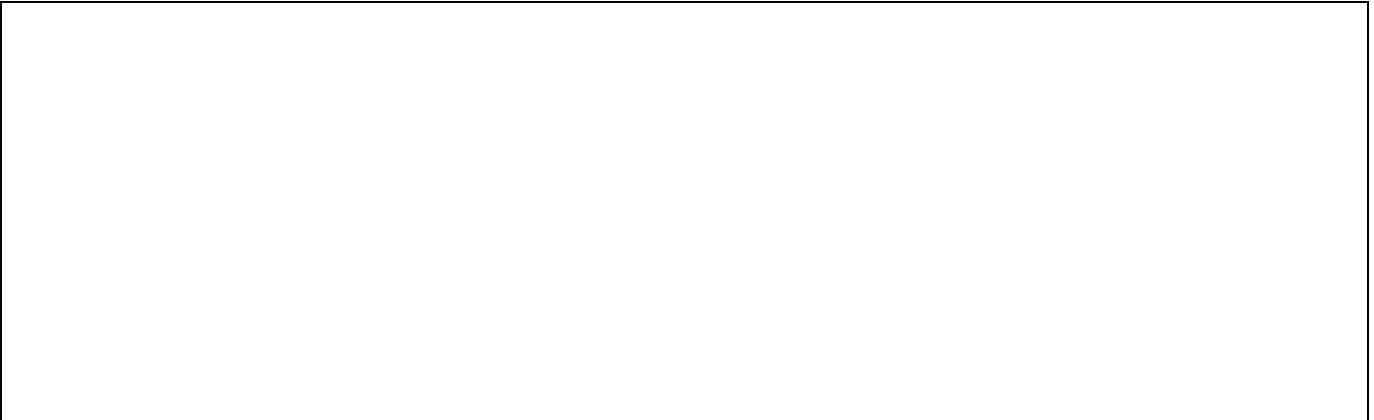
Part 2 : What Do You Want To Do ?



Part 3: How Are You Going To Do It?



Part 4: How Will You Measure Your Progress?



Part 5: How Will This Initiative Become Self Sustaining?

Part 6: What Is The Story Behind This Application?

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

Projected Expenses	Amount	Projected Income	Amount
Application	14		

Categorize and estimate the expenses that you will encounter in carrying out this initiative such as salary, rent, supplies, advertising, administration, etc.		
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YEAR ONE

Total Projected Expenses	

Identify and estimate the income, (including this CBOQ grant) that you will receive – include partnerships, church contribution, other grants, etc.		
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YEAR TWO

Total Projected Expenses	

Total Projected Income	

Part 8: Church Resolution

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

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