

Introduction

Thank you for your interest in applying for a CBOQ Grant. To assist you in your discussions with your church board and any applicable committees, please complete the eligibility assessment online and review the following with your teams, as you will need this information to complete your grant application.

A Few Tips

- Delegate one person to record and consolidate your board's/committee's vision, objective, processes, budget, etc. This person can fill out the online application.
- Delegate one person who has signoff on the application and can review it for accuracy and completeness. (You can save your process and share the link to your partially completed application with your team.)
- Encourage your church's decision-makers to review the information on our website to ensure that everyone is privy to the types of grants, amounts, eligibility and more. This is assist in ensuring that your application process is as smooth as possible.

Initiative Description

Initiative Problem

- What is the problem you are trying to solve with this initiative?
2-3 sentences

Initiative Objective

- What is your objective for this initiative?
1 sentence
- Tell us as specifically and clearly as possible what you are hoping to accomplish with this initiative.
2-3 paragraphs

Church Mission & Initiative Alignment

- How does your church describe its mission, vision or values?
- How does this initiative align with the mission of your congregation?
2-3 paragraphs

Association Endorsement

- You will need to request a letter of endorsement from your association
- In order to do this, before submitting your application online, send the link for your application to your association for them to review and offer their support. You can then upload the additional supporting level from your association together with your other supporting documents on your online form.

Initiative Processes

Identify three to five ways that you would like to achieve your objective as part of this initiative. Initiative processes describe how you intend to achieve your objective. Please state each process in one sentence. For each process, provide a detailed description that could include:

- **Why** are you proposing this?
- **What** approach will we take to reach the objective?
- **When** will we do this?
- **Where** will we do this?
- **Who** will help lead and who will benefit from this?

Investing in People

Who are the people you are hoping to invest in through this initiative?

Initiative Measurement

How will you measure how you are achieving your objective?

- We understand that even the best planning does not always translate into our desired results.
- Whether we complete our objective or not we can learn from the experience.
- Explain how you will measure your progress towards achieving your project goal and your project objectives?
- If your application is successful, you will be expected to refer back to this part when writing your Grant Reports.

250 words

Initiative Finances

What is the proposed budget for this project?

Projected Expenses

Categorize and estimate the expenses that you will encounter in carrying out this initiative such as salary, rent, supplies, advertising, administration, etc. *You will need to broadly itemize expenses on the application form.*

Please prepare your list of expenses for year one and year two, as well as your total expected expenses.

Projected Income

Identify and estimate the income, (including this CBOQ grant) that you will receive – include partnerships, church contribution, other grants, etc. *You will need to broadly itemize income on the application form.*

Please prepare your list of income sources for year one and year two, as well as your total expected income.

Additional Documentation

You will also need to provide the following:

- Balance sheet
- Income statement
- Budget