CBOQ Grant Application

**Use this guide to help you prepare to submit your application on-line.**

**Church Information**

Church Name:

Phone no:

Address:

Church Charitable Status Number

Average Sunday worship attendance

Current Membership

Membership five years ago

**Initiative Name:**

Grant Category: \_\_\_Planting \_\_\_Revitalization \_\_\_Ministry

Grant request year 1: $

Grant request year 2: $

Grant applicant: Name, phone, email (for the person completing this application)

Lead Pastor Name, phone, email

Initiative Leader Name, phone, email (the person leading the initiative this grant is for)

**Initiative Challenge**

What challenge are you trying to meet with this initiative? (2-3 sentences)

**Initiative Objective**

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

**Church mission and 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)

**Initiative Process**

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

1. **Why** are you proposing this?
2. **What** approach will we take to reach the objective?
3. **When** will we do this?
4. **Where** will we do this?
5. **Who** will help lead and who will benefit from this?

Process #1 (One sentence)

Process #1 description

Process #2 (One sentence)

Process #2 description

Process #3 (One sentence)

Process #3 description

Process #4 (One sentence)

Process #4 description

Process #5 (One sentence)

Process 5 description

**Investing in People\***

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

1. How will you use this initiative to train and equip the project leader(s)?
2. How will you train and equip ministry volunteers?
3. How will you learn as a congregation from this initiative?

**Initiative Measurement**

How will you measure your goals and objectives?

* 1. We understand that even the best planning does not always translate into our desired results.
	2. Whether we complete our objective or not we can learn from the experience.
		1. Explain how you will measure your progress towards achieving your project goal and your project objectives.
		2. 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?

Year One:

Project expenses:

Categorize and estimate the expenses that you will encounter in carrying out this initiative such as salary, rent, supplies, advertising, administration, etc. **Please use one line for each expense category.**

Projected Income:

Identify and estimate the income, (including this CBOQ grant) that you will receive. Include partnerships, church contributions, other grants, etc. **Please use one line for each expense category.**

Year Two:

Project expenses:

Categorize and estimate the expenses that you will encounter in carrying out this initiative such as salary, rent, supplies, advertising, administration, etc. **Please use one line for each expense category.**

Projected Income:

Identify and estimate the income, (including this CBOQ grant) that you will receive. Include partnerships, church contributions, other grants, etc. **Please use one line for each expense category.**

**Application Resolution**

**Grant Application Resolution by congregation and/or Church Leadership** Grant applications are to include a resolution or motion from a duly called meeting.

* Please be prepared to upload a signed, scanned copy of your church's application resolution\*

You can download the application from the CBOQ Grants page.

* Please be prepared to upload your church's financial statements\*

This includes:

• Balance sheet
• Income statement
• Budget

**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 letter from your association together with your other supporting documents on your online form.