# Grant Application

# Step 1 – Church Information

|  |  |
| --- | --- |
| Church Name |  |
| Church Mailing Address |  |
| Church Phone |  |
| Church E-mail  |  |
| Church Charitable Status Number | **Note -** Only churches with active charitable status are eligible for grants. |
| Average Sunday Worship Attendance |  |
| Current Membership |  |
| Membership5 years ago |  |

# Step 2 – Grant Application Category

|  |  |
| --- | --- |
| Initiative Name | Should be descriptive of the project (ie “riverside church plant,” “summer outreach camp”) |
| Grant Category | * Planting
* Revitalization
* Ministry
* Planting Internship
 |
| Grant Request Amount – year 1 |  |
| Grant Request amount – year 2 |  |

# Step 3 – Key Contact Information

|  |  |
| --- | --- |
| Name of C**ontact Person** for the Grant Application |  |
| **Contact Person** Phone |  |
| **Contact Person**E-mail |  |
| **Lead Pastor** Name  |  |
| Does the Lead Pastor hold credentials with CBOQ (yes or no) |
| **Lead Pastor**Phone |  |
| **Pastor**E-mail |  |
| **Initiative Leader** Name |  |
| **Initiative Leader** Phone |  |
| **Initiative Leader** E-mail |  |

# Step 4 – Initiative Description

**What do you want to do?
Vision | Mission | Objectives**

|  |
| --- |
| **Initiative Challenge*** What challenge are you trying to meet with this initiative?
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|  |

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| --- |
| **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 & Project Alignment*** How does your church describe its mission, vision or values?
* How does this project align with the mission of your congregation?
* 250 words maximum
 |
|  |

# Step 5 – Initiative Process

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| --- |
| 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: * **Why** are you proposing this?
* **What** approach will we take to reach the goal?
* **When** will we do this?
* **Where** will we do this?
* **Who** will help lead and **who** will benefit from this?
 |
| **Process #1**  |
| **Process #1 Description** |
| **Process #2**  |
| **Process #2 Description** |
| **Process #3**  |
| **Process #3 Description** |
| **Process #4**  |
| **Process #4 Description** |
| **Process #5**  |
| **Process #5 Description** |

# Step 6 – Investing in People

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

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| --- |
| **Investing in People*** How will you use this initiative to train and equip the project leader(s)?
* How will you train and equip ministry volunteers?
* How will you learn as a congregation from this initiative?
 |
|  |

# Step 7 – Initiative Measurement

**How will you measure your goal and objectives?**

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| --- |
| **Initiative Measurement*** 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
 |
|  |

# Step 8 – 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. | 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** |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Total Projected Expenses |  | Total Projected Income |  |

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

# Step 9 – Project Resolution

Grant applications are to include a resolution or motion from a duly called meeting.

* For grants **over** $6000 per year, a resolution must come from the congregation.
* For grants **under** $6001 per year, a resolution can come from the congregation or the authorized board.

# Congregation and/or Leadership Team Resolution

Be it resolved that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ applies for grants in the amount of $ for Year One and

 Church Name

$ for Year Two from Canadian Baptists of Ontario and Quebec. If this is a grant for Church Planting, we pledge to tithe to CBOQ 2-5% of receipted income.

The specific purpose of the grant is to: (brief description)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby certify that the foregoing resolution is a true copy of the resolution passed by the congregation | board of the aforenamed church at a meeting held on .

 Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pastor (Print Name) Pastor (Sign Name) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Officer (Print Name) Church Officer (Sign Name) Date

# 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 above schedule.

Church

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Pastor (Print Name) Pastor (Sign Name) Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Officer (Print Name) Church Officer (Sign Name) DatE