



CBOQ Grants Program Handbook

June 2022

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Introduction

Thank you for participating in providing leadership to the CBOQ Grants Program. This program is designed to equip and provide grant funds to CBOQ churches in the areas of church **planting, revitalization, church planting and evangelism internships, ministry and micro grants**. This handbook is designed to be a collection of the policies and procedures that provide direction for the **Grants Committee** members, the **Grants Program Team** (CBOQ Staff) as well as the **Grants Coaches**.

Grants Program Purpose

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

Grants Program Administration

The CBOQ Board appoints the **Grants Committee** to advise and assist in developing the grants strategy, program design, application process, and approval and distribution of funds.

The **Grants Program Team** are CBOQ staff that provide record keeping, support for churches developing their grant application, provide monitoring and evaluation of progress reports.

Grants Coaches are CBOQ staff that walk alongside CBOQ churches in developing grant applications and providing coaching and encouragement throughout the length of the grant.

Grants Program History

Through generous donations to CBOQ over many decades, CBOQ has the opportunity to distribute hundreds of thousands of dollars in grant funding each year, to support the ministry of churches.

- The grants program is **25+ years old**.
- CBOQ has distributed **350+ grants**.
- CBOQ has distributed to **160+ unique CBOQ churches**.
- CBOQ has distributed over **\$5 million dollars** to church plants and missional initiatives.

Grants Program Mandate

The mandate of the Grants Program flows out of the CBOQ Mandate, Vision and Mission with specific Grants Committee details identified in the CBOQ General Operating procedures.

CBOQ Mandate

1. **Core programs, resources & consultation** - Continue to provide responsive support with core programs, updated resources and consultations:
 - a. Increase resource awareness/utilization via targeted communications and user-centric design
 - b. Consultations & resource updates
 - c. Programs & events
 - d. Grants & subsidies
2. **Strengthen baptist identity & polity** - Strengthen CBOQ Baptist identity and polity:
 - a. Review core documents with updates to Assembly
 - b. Clarify who we are and how we work together as a Baptist family within CBOQ
 - c. Develop plan for message roll-out with Partners, Associations and Churches
 - d. Integrate identity into training, events and communications
3. **Innovate and share new church models & expressions** - Innovate and share new church models/expressions:
 - a. Collaborate with Partners on resources for building understanding and ministry with marginalized communities
 - b. Facilitate church information sharing on hybrid and new ministry successes
 - c. Church Revitalization in more member churches
 - d. Church Plants/Expressions grow in number and sustainability
4. **Cultivate leaders, prioritizing future pastors** - Cultivate leaders, prioritizing our future baptist pastor pipeline:
 - a. Baptist pastoral internship subsidy for seminary students
 - b. Continue to invest in youth leadership development
 - c. Support continuing education via accreditation renewal
 - d. Broaden reach of THRIVE via new delivery models to church boards
 - e. CBOQ Board and Committees to reflect diversity of member churches & communities
5. **Sustainable financial model & supporting resources** - Ensure sustainable financial model with supporting resources (people, systems, policies, processes):
 - a. Optimize revenue levers to meet operational needs
 - b. Support staff engagement, development, retention & succession planning
 - c. Update systems as required for compliance, data integrity and reporting
 - d. Improve process efficiency and data analytics capability

CBOQ Vision

A family of churches, transformed by Christ, revealing God's Kingdom

CBOQ Mission

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

Grants Committee Mandate

from CBOQ General Operating By-Law #3

(a) Establishment of the Grants Committee

The Board shall appoint a Grants Committee, which shall be a Standing Committee attached to the Board, comprised of the following Persons:

- (i) two (2) Directors appointed by the Board by Ordinary Resolution each year; and
- (ii) one (1) Person who is not a Director and is appointed by the Board by Ordinary Resolution.

The President shall be an ex officio voting member of the Grants Committee.

The Executive Minister and Treasurer shall also be ex officio members of the Grants Committee, provided that each of them shall not have the right to vote at, but may otherwise participate in, all meetings of such Committee. The standard terms of reference for Committees as detailed in Section 7.01 shall apply to the Grants Committee except as modified in this Section.

(b) Duties of the Grants Committee

The Grants Committee shall have the following duties:

- (i) to advise and assist the Board in overseeing the grants applications and the approval of funds designated for local mission granting purposes in accordance with the grant application and approval guidelines of the CBOQ in place from time to time;
- (ii) to advise and assist the Board in the development of grant application and approval guidelines and strategy, together with the review of such guidelines on an annual basis; and
- (iii) to require that membership on the Grants Committee shall be served without remuneration, provided that a Grants Committee Member may be paid Reasonable Expenses incurred in the performance of his duties as an Grants Committee.

(c) Term of Office

The term of office of the Grants Committee Members who are Directors is one (1) year, which term of office may be renewed by the Board in accordance with Section 7.07(a)(i).

CBOQ Grants policy update *as proposed June 2022*

Date Adopted by the Board:

Last Revised:

Signed: _____, President

Next Review Date:

Notes:

Purpose

The General Operating By-Law requires the CBOQ Board to appoint a Grants Committee and specifies the membership of the Committee and, in general terms, the duties of the Committee. The purpose of this policy is to augment the description in the By-Law by establishing grant objectives, policies, and guidelines related to all grants given annually by the Grants committee. The policy

- Clarifies the delegation of duties and responsibilities concerning the management of CBOQ grants;
- Identifies the criteria utilized to determine the annual amount available for CBOQ grant distribution.
- Identifies members of the CBOQ Board/Staff who determine the amount available for CBOQ grant distribution; and
- Serves as a review document to guide the ongoing oversight of the management of the CBOQ Grants program.

Guidance for Distribution of Grant Funds

To provide guidance for the distribution of grant funds, the Committee shall create and maintain a Grants Program Handbook, specifying

1. Categories of grants
2. Projects/activities eligible for funding in each category of grant
3. Eligibility requirements for recipients
4. Application deadlines

Annual Requirement of CBOQ Grant Program

1. Make widely available, e.g., by placing information on the CBOQ web site, information about the available categories of grants and application procedures and deadlines.
2. By [date], the CBOQ Treasurer, or their designee, shall provide according to the formula determined by the CBOQ Board, the annual amount that may be distributed by the CBOQ Grants Committee.
3. Review biannually, the applications received by CBOQ Member Churches.
4. In considering whether to provide funding, and at what level, for each grant application received, utilize the criteria specified in the Grants Program Handbook

5. Upon approval of eligibility requirements, communicate distribution and reporting schedule for grant recipients, within 14 days of the approval of grant application.
6. Cooperate with CBOQ Finance and Administration team to convey information to grant recipients
 - a. distribution amounts,
 - b. terms of the grant,
 - c. the main point of contact for each grant recipient, and
 - d. dates for start/end of grant funding.
7. Report annual distribution amounts to CBOQ Board and receive ratification

Grants Program Objectives

Objective #1 – Grant Alignment

- To provide grants to churches that can demonstrate how the initiative will equip their church fulfill their vision, values or mission.
- **CBOQ Mandate** - This objective is part of CBOQ's mandate (1-5)
- **Question** – How does this grant application align with the mission of the church and the objectives of the grants program?
- **We are looking for...**
 - How a church describes its vision, values or mission
 - How this initiative will equip a church live out its vision, values or mission

Objective #2 – Application Quality

- To provide funds to help churches develop, launch, scale up and/or improve the quality of a ministry.
- **CBOQ Mandate** - This objective is part of CBOQ's mandate (1-5)
- **Question** – Does this grant application demonstrate a prayerfully discerned and well-planned initiative?
- **Question** – Does the church have a clear mission statement?
- **Question** – Does the grant show a clear impact on the community?
- **We are looking for...**
 - defined and demonstratable project objectives
 - a workable ministry plan that will help bring your vision into reality
 - identified and measurable benchmarks
 - initiatives that can become self-sustaining
 - appropriate progress reports
 - financial feasibility of the project

Objective #3 – Cultivate leaders prioritizing future leaders

- To utilize granting funds to develop congregational ministry leaders.
- **CBOQ Mandate** - This objective is part of CBOQ's mandate of (4) Cultivating Leaders.
- **Question** – How does this initiative demonstrate a commitment to developing disciples and leaders committed to serving through the ministry of your congregation?
- **We are looking for...**
 - How you will provide training and equipping to disciple the project leaders and ministry volunteers
 - How you will use the learnings of this initiative to better equip the church

Grants Categories

Planting



Revitalization



Ministry



Definition	Planting Grants support churches in planting new churches or in re-planting.	Revitalization Grants Encouraging churches toward revitalization by supporting missional activities that help them connect to their communities.	Ministry Grants strengthen churches in launching, scaling up or improving mission or communication initiatives.
Planning	CBOQ provides your church with consultation and coaching and works with your planting team in developing the skills to support this plant.	CBOQ provides revitalization resources, coaching and a three-year revitalization learning journey.	CBOQ provides consultation and coaching.
Leadership Development	Attending CBOQ church planter's gatherings and church planters book clubs are a requirement when receiving this type of grant.	Priority will be given to churches that are using the CBOQ revitalization resources or are part of the three-year revitalization learning journey.	We will, if possible, provide support and coaching for your initiative.
Funding	Up to \$24,000 per year Average Range: \$12,000 -18,000 per year Duration: up to 2 years This grant will be contingent on the applying church pledging to tithe 2-5% of receipted income to CBOQ	Up to \$2,400 per year Amount Range: \$1,200 - \$2,400 per year Duration: up to 1 year	Up to \$6,000 per year Amount Range: \$1,200 - \$4,800 per year Duration: up to 2 years
Activities Funded	Develop a new Gospel expression	Develop or pilot a new project for missional engagement that connects with your community. Developing or piloting an activity that supports the revitalization of your church.	Launch , replicate or adapt a program or mission Scale up a program currently delivered, thus impacting more people Improve the quality of communication or a program currently delivered to increase impact. Pilot a new initiative in the areas of discerning and communicating the church's Mission, Vision or Values. Develop a new resource in the areas of financial stewardship, personnel, or governance
Association endorsement	We require the association to provide a letter of endorsement.	We require the association to provide a letter of endorsement.	We require the association to provide a letter of endorsement.
Church Resolution	We require a resolution from a duly called membership meeting.	We require a resolution from a duly called board meeting.	We require a resolution from a duly called board meeting.

One Year Church Planting & Evangelism Internships Grants

What is a Church Planting & Evangelism Internship with a CBOQ church?

It is our belief that an excellent internship program can help CBOQ invest in church planters who will in turn plant churches within our Baptist family. We are committed to the care and growth of interns by aiding in their spiritual, character, and skill development. The priority is to develop well-rounded Christian leaders who will succeed in shepherding and church planting in the future. Church planting interns can be students currently at seminary or someone who desires to give a dedicated period for experiencing church planting ministry.

Church Planting and Evangelism Internship is a time of intentional discernment, training and getting equipped in Church Planting. You will spend the year following a Church Planter getting firsthand experience in cross-cultural church planting and learning the day-to-day life of a church plant pastor.

This internship is designed to:

- cultivate church planting experience,
- develop a robust philosophy of ministry for church planting,
- gain practical skills for planting new congregations
- discern your own gifting and skills as a future church planter.

They are involved in

- community engagement
- preaching and some pastoral care
- leading worship and teamwork
- vision casting and goal setting

There'll be time for reflection and prayer too. Upon satisfactory completion, interns receive commendation that counts toward accreditation with Canadian Baptists of Ontario and Quebec. The internship pays \$5,000 - 10,000 for the one-year internship with the option of housing provided by the host congregation. Each year the dates usually are September to mid-May (part-time) and May to August (full time.) Applications will be evaluated in the order they are received.

Micro Grants

(Responsiveness to COVID 19)

CBOQ is excited to be able to equip its churches and leaders through new micro-grants. Designed to give your CBOQ church's ministry a boost, we are pleased to offer grants in the following categories:

Communication Enhancement Grant

- COVID-19 has meant that many churches have incurred additional communications costs. We have heard from many of you that you have spent precious amounts of time and money getting your services online. If your CBOQ church needs help with video and hosting production costs, we encourage you to meet with your church leadership and apply.
- One-time *2022 Communications Enhancement Grant* of up to \$1000 are available.

Missional Generosity Grant

- Your church has made some vital adjustments during the pandemic that have connected you with people in your community who are in great need. We would like to help you show the generosity of God's love and compassion by supporting you in acts of missional kindness.
- We encourage your church to apply for a one-time *2022 Missional Generosity Grant* from \$500 – \$1000.

eSports

- Many youth are engaged in online gaming and eSports are becoming a mainstream form of entertainment and community building. eSports is a growing industry and a leading venue in which many youth participate—from casual gamers to pro gamers. The digital realm, including eSports, is a primary gathering place for youth; it is therefore a space for youth ministry.
- We encourage your church/youth ministry to consider how it can participate in the area of eSports as a ministry and to apply for a one-time *2022 eSports Grant* from \$500 – \$1000.

Priority will be given to churches who haven't received a grant in the past 10 years and will be evaluated in the order in which they are received. Churches can only apply for a micro grant once in one calendar year for only one category (Missional Generosity, eSports, Communication Enhancement Grants).

Grants Program Process



Definitions

Concept

- A concept is an abstract idea, a general notion.

Emerging Issue

- An emerging issue is one that is newly created or noticed and growing in strength or popularity; becoming known or established.

Project

- A project is an initiative proposed by a church for grant funding. For our purposes, a project or initiative has a defined beginning and ending and a specific objective. The term “project” is frequently used in the online Grant Application and may sometimes be used interchangeably with the term “initiative.”

Funding burden

- The value of the time in particular, that applicants spend applying for grants and reporting on them.
- Measure how long it takes a grants applicant to compile an application or a report – If we all know what we’re asking of our churches, we can work out whether it seems fair and reasonable.

Net grant

- The money received by a church, less the value of the time they spent applying and reporting.

Net funding

- The funding we give to the church, less the value of the time our church spends applying for funds and reporting on it

Stating the Burden

- For example, not asking churches to submit a full proposal unless they’ve got a reasonable chance of success. It’s easier for them, it’s easier for us.

Proportionality

- If you’ve got a very big grant it makes sense to put people through quite a lot of hoops. For a smaller one, keep it fit for purpose.

Sharing the burden

- We’ve calculated we spend about __ hours per full proposal (on assessment, reporting, etc). Applicants spend about __ hours putting together that proposal. So we don’t ask people to do anything that we wouldn’t do ourselves.

Multi-year funding

- It’s easier for grantees – you can’t change the world in a year – and it’s easier for us too.

Grants Management Intelligence

- Combining responsive and proactive funding – This is the difference between having an open application or “shoulder tapping”. The easy way of reducing funding burden is to shoulder tap. But “shoulder tapping” has its own drawbacks because it’s dependant on who we know. It’s actually probably more power than perhaps CBOQ should have. A combination of both approaches is a way of balancing this.

Grant Application Evaluation Rubric

Church Name _____
 Grant Description _____
 Grant Category Planting | Revitalization | Ministry |

		+	-	N/A	Score
Objective #1 – Grant Alignment					
Church Vision, Values or Mission	Did the application clearly describe the vision, values or mission of the church? Does the church have a clear mission statement?				/5
Equipping Vision, Values or Mission	Does this initiative enhance the church's capacity to fulfill its vision, values or mission?				/5
Fit with Grants Program	Does this application fit within the grant category or within the grants program?				y/n
Project Development Stage	Is this application simply an idea ? – looking to be started Is this still in development ? – looking for initial boost Is this already being implemented ? – looking for next step	idea	development	implemented	
Notes					____/10
Objective #2 – Application Quality					
Initiative					
Objectives	Are their defined and demonstratable imitative objectives?				/10
Plan	Is the ministry plan workable to bring the vision into reality?				/10
Benchmarks	Are there identified and measurable benchmarks? Does the grant application show a clear impact on community?				/10
Progress Reports	Have they identified what they will report?				/10
Financial					
Feasibility	Is this project financially feasible?				/10
Sustainability	Is there a developed sustainability model beyond the grants?				/10
Notes					__/60
Objective #3 – Cultivate leaders					
Training & Discipling Leaders	Does this initiative provide training and equipping to disciple project leaders and ministry volunteers?				/10
Congregation Learning	Is there a defined way the congregation can learn from this initiative?				/10
Notes					__/20
General					
CBOQ Churches	Is there collaboration with other CBOQ churches or a CBOQ Association?				/5
Sustainability	Is there a sustainable plan?				/5
Notes					__/10
Overall Evaluation					__/100
Grant Application Recommendation Very Strong Strong Adequate Fixable Gaps Unacceptable					

Grant Recipient Eligibility

A Church will be eligible for funding if they meet the following criteria:

1. Is the church a CBOQ member church?
 - Funds are only given to CBOQ member churches
2. Does the church have an active Charitable Status Number?
 - No funds will be granted to churches that do not have a charitable status number or currently have their charitable status revoked.
3. Does the church have the following governance documents?
 - Constitution or By-Laws
 - Accessibility for Ontarians with Disabilities Act (AODA) Policy
 - Child Protection / Vulnerable Sector Policy
4. Can the church provide the following financial statements?
 - Income Statement with income & expenses
 - Balance Sheet
 - Proposed Project Budget – provided in the application
5. Does the Board, that is authorized to make financial decisions, (Deacons, Elders, Directors or Council) meet the following requirements:
 - Have a minimum of three board members?
 - Have at least 50% of the board at an arm's length relationship to each other? (An 'arm's length' relationship means board members and church staff are not married or related to each other, do not work as business partners or are otherwise in a relationship that might be or be perceived as a conflict of interest).
6. Has the church mishandled a previous CBOQ grant?
7. Does the church have a letter of good standing from the Association?

Types of Grant Applications Not Funded

CBOQ has been entrusted to steward funds to equip churches and leaders as they engage in their mission from God in their community. The following factors have been discerned by the CBOQ Board and Grants Committee as examples of funding that are not eligible.

Core Funding

CBOQ grants are not to be used for your church's core operations. Staffing and administrative costs might be associated with your project. However, grant applications with the goal of increasing overall capacity (hiring staff, salaries) of the church will not be approved.

Maintaining an Existing Program

CBOQ grants are not to be used to maintain an existing program. CBOQ Grant applications must demonstrate how the project will impact the community. Grants are designed to develop a new Gospel expression, launch or adapt a program, scale up an existing program or improve the quality of a program.

Capital Items (equipment, renovations, new capital construction)

CBOQ grants are not to be used to make improvements or additions to buildings or facilities. Grant funds are not to be used for the purchase of equipment, except when it may be necessary to facilitate a missional initiative or micro grants.

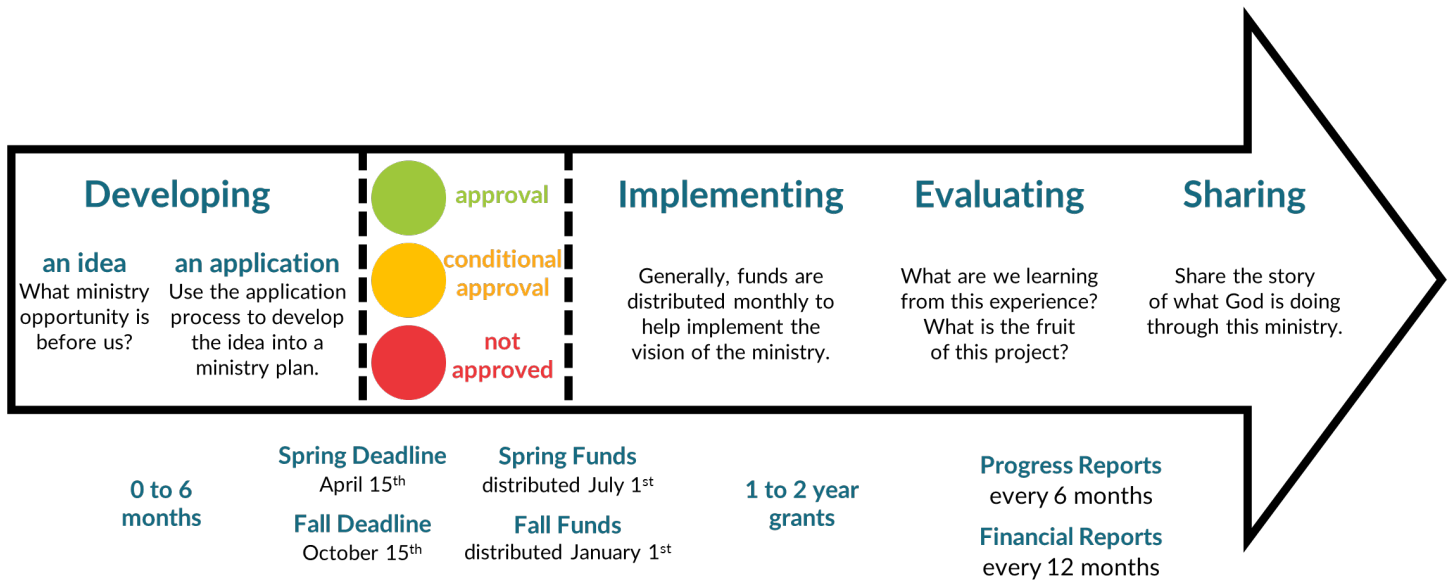
Requests to discharge pre-existing debts of churches

CBOQ grants are not to be used to discharge pre-existing debts.

Recouping costs

Applications for items and equipment already purchased will not be the priority of the grant committee.

Four Stages of a CBOQ Grant



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	
Membership 5 years ago	

STEP 2 – GRANT APPLICATION CATEGORY

Initiative Name	Should be descriptive of the project (ie "riverside church plant," "summer outreach camp")
Grant Category	<ul style="list-style-type: none">• Planting• Revitalization• Ministry• Planting Internship
Grant Request Amount - year 1	
Grant Request amount - year 2	

STEP 3 – KEY CONTACT INFORMATION

Name of Contact 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 <ul style="list-style-type: none">• What challenge are you trying to meet with this initiative?

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

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?

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?

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
YEAR ONE	
Total Projected Expenses	

Projected Income Identify and estimate the income, (including this CBOQ grant) that you will receive - include partnerships, church contribution, other grants, etc.	Amount
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

Pastor (Print Name)

Pastor (Sign Name)

Date

Church Officer (Print Name)

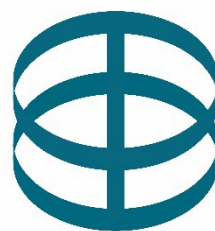
Church Officer (Sign Name)

Date

Contact:

Cid Latty | clatty@baptist.ca

Congregational Development Associate



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