**Application Page 1**

**for TBM Grant Funding**

**Summary and Final Checklist:**

To be fully completed by applicant.

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

**Missional Initiative Grants:**

One of the primary aims of Toronto Baptist Ministries is to encourage ministry beyond the walls of the church. As funding allows, we offer small grants, generally have a maximum length of one year, to TBM member churches wishing to initiate outward focused ministry. Grant applications must articulate a clear pathway towards success and sustainability. Priority will be given to applications which provide a model for replication in other church settings.

**Overview - There are 6 Parts to this Application:**

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| 1 | Assemble the facts | Make an outline of the request. Record the church’s name, the funding requested, and all of the relevant dates and contact information. | Page 2 |
| 2 | Describe the initiative - explain how your plan will work. | Describe what you want to do and how are you going to do it. *Tell us what your goals are and how you intend to achieve them. Tell us how* you will sustain this initiative when grant funding ends.. | Pages 3 &4 |
| 3 | Propose a budget | Set out the anticipated income and expenses that will be associated with the proposed initiative. Identify partnerships which will add value to the initiative. | Page 5 |
| 4 | Apply formally to CBOQ for funding | Formally approve making an application for TBM funding. The congregation must meet and authorize its leaders to complete and sign the “*Church Resolution.”* | Page 6 |
| 5 | Agree to report regularly | Read and sign the *“Reporting Agreement.”* TBM requires grant holders to provide progress reports, financial reports etc. | Page 6 |
| 6 | Describe church finances | Provide a clear picture of the church’s finances. Supply a complete and current financial report *which must minimally include a “Statement of Profit and Loss,” a “Statement of Assets and Liabilities” and a “Projected Budget.”* | attach |

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| **TBMContact Information:**  When the application is complete please send via email to office@torontobaptistministries.com |

**Page 2**

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| Church Name |  |
| Church Charitable Status Number |  |
| Church Address |  |
| Phone |  |
| Fax |  |
| E-mail |  |
|  | |
| Average Sunday Attendance |  |
| Current Membership |  |
| Membership five years ago |  |

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

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

**Page 3**

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| What do you want to do? *(one or two paragraphs)*  Describe the initiative -what you are proposing to accomplish? What are your goals? |

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| How are you going to do it?  *(two or three paragraphs)*  Describe the practical steps you intend to take to achieve your goals. Write in terms of workable strategies and down to earth tactics. |

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| How will you measure your progress? *(one or two paragraphs)*  What goals will you be evaluating in your scheduled reports? How will you measure your progress towards achieving those goals? |

**page 4**

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| How will this initiative become self sustaining? *(one or two paragraphs)*  What steps will you take in order to be able to carry on with this initiative when the grant period comes to an end? |

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| What is the story behind this application? *(one or two paragraphs)*  What has led up to making this application? What is the rationale for making this application? Write in terms of the history, gifts and strengths of the congregation. Tell us about past successes. Tell us why this present initiative likely to succeed. |

**Page 5**

**Proposed Budget – Income and Expenses related to this initiative:**

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| --- | --- | --- | --- | --- |
| 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 TBM grant) that you will receive – include partnerships, church contribution, other grants, etc. | Amount |
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| Total Projected Expenses |  | Total Projected Income |  |

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| **Church Resolution**  Be it resolved that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ apply for a grant in the amount of $ \_\_\_\_\_\_\_\_\_\_\_\_from Toronto Baptist Ministries.  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* |

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| **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 TBM 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* |