

**Congregational Resourcing Grant Request Form**

**Request from:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Pastor(s):** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Additional Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**I. Please include with your proposal the following information about your church:**

1. A brief description of your current church ministries and initiatives (Christian Education, Missions, Fellowship, Community Service, etc.). Include in the description the estimated average worship and Sunday school attendance for the past 3 years. Please use a chart similar to this:

	2014	2015	2016
Worship			
Sunday School			

2. Budget Information: Attach a copy of the church budget for the current year.

**II. Submit a brief (2 pages max) proposal that addresses the following items:**

1. Describe the process the church used to identify and clarify their challenge or opportunity and how to respond.
2. Describe the opportunity or challenge for which the grant funds will be used and the resources you plan to obtain with the funds. Resources include educational materials, audio and video resources, fees for outside consultants, and church-wide events related to the process being used to help the church address challenges or opportunities.
3. In what ways do you think the resources obtained with the grant funds will help the church address their challenge or opportunity?
4. Include a budget itemizing how the grant funds will be spent. Indicate the amount the church will provide toward expenses, if any.
5. Proposals can be sent to the Center for Congregational Resources either electronically or by mail at one of the addresses shown above.

For more information or assistance, please contact the CCR office at (205)726-4064 or email Michael Wilson, the Center’s director, at [mkwilson@samford.edu](mailto:mkwilson@samford.edu).

## Congregational Resource Grant Program Application Information

Congregations that utilize the services of CCR Resource Strategists for help responding to their opportunities and/or challenges are eligible to apply for one-time grants for use to obtain resources they identify that could be of help. Examples of the kinds of resources these grants can be used for include consultations with outside experts; various resource materials such as books, videos, or survey and assessment tools; and retreats or other special events.

Smaller membership churches in particular are often unable to obtain the resources they have identified as best for their needs due to the lack of financial means. The CCR makes available a limited number of matching grants for use by such churches. Your congregation may be eligible for a resource grant up to \$2,500.

### Frequently Asked Questions

- *Is our church qualified?* Congregations that engage the services of a CCR Resource Strategist to come alongside them as they work to address opportunities and/or challenges are eligible. Strategists will assist the congregations to prepare their grant requests. The target audience for the grants is smaller membership churches. However, any congregation that utilizes a Resource Strategist is eligible to apply.
- *How do I apply?* The Resource Strategist assisting the congregation will help the church develop a proposal for submission. Proposals should be submitted via email to the CCR director, Michael Wilson (mkwilson@samford.edu).
- *What kind of resources can we purchase with the grant funds?* Examples include educational materials, audio and video resources, fees for outside consultants, and church-wide events related to the process being used to help the church address challenges or opportunities. Grants can also be used to purchase equipment or other items determined to be required to help the church address its need.
- *Is there a deadline to apply?* There is no application deadline. However, a limited number of grants are available each year. Once available funds have been awarded, no additional awards will be made until the next calendar year.
- *Do we report to the CCR on how the funds were used?* Grant recipients are required to submit a report detailing how the grant funds were used to help the congregation address the opportunities and/or challenges described in its grant proposal. A financial statement should be a part of the report. Interim reports and/or final reports should be submitted in December.
- *What kinds of expenses are not eligible for this program?*
  - Salaries or benefits for congregational employees
  - Annually recurring expenses such as Vacation Bible School, dated curriculum, music license fees
  - Mission trips
  - Other resources as determined by the CCR

To get started, please contact the CCR office at (205)726-4064 or email Michael Wilson, the Center's director, at [mkwilson@samford.edu](mailto:mkwilson@samford.edu).

