



CHURCH GRANT CHECKLIST

The **ABCRM Church Common Grant Application (CGA)** consists of the following components which should be submitted in the order listed below. This checklist is provided to help ensure a complete proposal. *It does not need to be submitted with the proposal.*

See the Grant Information Sheet for eligibility requirements for ABCRM programs.

Grant applications should be submitted to Grants@abcrm.org or mailed to ABCRM, 9085 E Mineral Circle Suite 170, Centennial, CO 80112.

PREPARING TO SUBMIT THE GRANT REQUEST

- Check **Grant Information Sheet** for each grant's guidelines and verify that your program/project meets the individual criteria of that grant.
- Section I: Cover Letter (one page)**
Include the purpose of the grant request and a brief description of how the request fits with the ABCRM's mission and priorities. Indicate the grant for which you are applying, and the amount of grant requested.
- Section II: Summary Sheet Form**
Use the 2-page template provided.
- Section III: Narrative**
 - Formatting:* Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. *Do not include the text of the questions.* Handwritten narratives will not be considered.
 - Page Limit:* 4-page limit.

NARRATIVE CATEGORIES

See pages 5 and 6 for more information about these categories:

- 1. Organization Background
- 2. Goals
- 3. Current Programs
- 4. Program or Project for which you are requesting grant
- 5. Evaluation
- 6. Collaboration
- 7. Board/Governance
- 8. Volunteers
- 9. Planning
- 10. Optional

ATTACHMENTS AND SUPPLEMENTAL DOCUMENTS

If you omit any of the required attachments, provide an explanation as to why.

Financial Attachments

- 1. Program or project budget (including anticipated income and expenses).
- 2. Year-end financial statements from previous fiscal year.
- 3. Explanation of items in financial attachments, if applicable.

Other Attachments:

- 4. List of four key leaders (lay and clergy) including phone number and Email
- 5. List of key staff (paid or volunteer) who will oversee the program/project
- 6. Annual report for the church or organization, if available

Thank you for your time and effort in completing this application.

IMPORTANT INFORMATION

Backfilling: ABCRM grants cannot be used to reimburse clergy or churches for money already spent.

Grant Reports: All grant recipients must submit a narrative report on the impact of the program/project. This report should include a spreadsheet that includes the proposed budget and actual income and expenses. Receipts for expenses over \$100 should be included with the report. (See more under Attachment section of the Grant Application.)

Subsequent Grant Requests: Grant reports are critical if a church is submitting for a subsequent grant request for the same program/project. This report needs to show reflection on what you have done, what you have learned, and what you are going to do next. ABCRM recommends using the [Action Learning Model](#) to guide this report.

Report Format: Applications and reports must be submitted in PDF or Word formats. Handwritten applications or reports will not be accepted.

Return of Funds: Any funds not used for the approved project/program within 24 months and accounted for in above report must be returned to ABCRM so that other churches or clergy can use those funds.

Changes in Plan or Program: If the program/project has significant changes from the approved grant design must be resubmitted for approval even if money has already been received by the church/pastor. ABCRM staff are not eligible for ABCRM grants.



CHURCH GRANT SUMMARY FORM

ORGANIZATION INFORMATION:

Legal Name of Organization:

DBA (if applicable):

EIN:

Mailing Address (and Physical Address):

Phone:

Email:

Website:

Year Founded:

Mission Statement:

Geographic Area Served:

- 501(c)(3)
- 501(c)(3) under ABCUSA Blanket Coverage
- Other than 501(c)(3), describe:

LEADERSHIP INFORMATION

Senior/Solo Pastor: _____

Phone: _____

Email: _____

Program/Project Leader _____

Phone: _____

Email: _____

GRANT REQUEST INFORMATION

ABCRM Grant Requested

Only one per application. See Grant Information Sheet for details.

_____ Pueblo Community Service Grant (Max \$5,000)

_____ Church Transformation Grant (Max \$10,000)

_____ Church Planting Grant (Max \$20,000)

_____ Technology Grant (Max \$5,000)

Amount Requested:

\$ _____

Total Budget:

\$ _____

Name of Program/Project: (Required) _____

Description: Briefly describe how or for what the grant will be used.

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

Pastor Signature

Date

Moderator/Chair of Deacons/Chair of Elder Board Signature

Date

Moderator/Chair of Deacons/Chair of Elder Board Printed



CHURCH NARRATIVE

Use 12-point font with 1-inch margins and include the **HEADING** provided for each question. Do not repeat the text of the questions. Download the Grant Narrative Template for a shortcut to proper formatting. Handwritten grant requests will not be considered.

- 1. ORGANIZATION BACKGROUND.** Discuss the founding and development of the church or organization. Explain how your early mission shapes your mission today. Share how you have been engaged with ABCRM's mission and priorities. (How are you an active or covenanting church or organization?)
- 2. GOALS.** Describe the church or organization's current goals. Explain how your church is living out these goals.
- 3. CURRENT PROGRAMS.** Provide a brief description of the church or organization's current programs and ministries. *Describe the organization's **other** programs here. Describe the program for which you are seeking funding in Question 4.*
- 4. PROGRAM OR PROJECT INFORMATION.**
 - a) Provide a summary of the plan for the program or project request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.
 - b) Explain why the church is approaching the issue and/or opportunity in this way.
 - c) Explain if this is a new program/project. If not, provide a history of this project and your church's participation.
 - d) Explain if this is the first time you have requested support for this program/project. If not, describe the impact of the project/program compared to the original goals. Attach the budget and actual income and expenses for the previous grant. Include copies of receipts for any purchases over \$100.
 - e) Please use [Smart Goals](#) to describe the goals for this project or program by which it can be evaluated.
- 5. EVALUATION.**
 - a) Describe the organization or church's overall approach to evaluation.
 - b) Describe how the church will measure impact of this program/project.
- 6. COLLABORATION.** Describe the organization or church's most significant interactions with other organizations and efforts with respect to this program or project only.
- 7. BOARD/GOVERNANCE.** Describe the leadership structure/board for your church or organization. Has your church or organization made major changes in the leadership structure in the past three years? If so, describe. How will the board/leadership support this project/program?
- 8. VOLUNTEERS.** Describe how the organization will involve volunteers and unpaid personnel in the project/program.
- 9. PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts. How do you anticipate that this program/project will impact these challenges and opportunities?



10. OPTIONAL. If there is additional information that is vital to convey in this proposal, do so here. *(This must be contained within the four-page limit.)*

ATTACHMENTS

Label each attachment and provide in the order listed.

FINANCIAL ATTACHMENTS

Note: Provide explanations for items that may raise questions in any of the attached financial documents. The explanations can be written onto the documents themselves or included as an additional page.

- 1. BUDGETS.** Include revenues and expenses.
 - a) Program or project budget for the program period.
 - b) Download the Budget Spreadsheet for suggested formatting.
- 2. YEAR-END FINANCIAL STATEMENTS.**
Include the most recent fiscal year-end financial statements.
- 3. EXPLANATIONS FOR FINANCIAL STATEMENTS.**
Explanation of items in financial attachments, if applicable.

OTHER ATTACHMENTS

- 4. LEADERSHIP/BOARD LIST.** Include the following information for at least four key leaders or board members:
 - Leadership Position(s) in the church or organization (officer and committee positions)
 - Term end date for each board member
 - Download Leadership List template.
- 4. LIST OF NAMES OF KEY STAFF** who will be working with this program/project including length of service with the organization. *Do not* include job descriptions or resumes.
- 5. ANNUAL CHURCH REPORT**, if available.
- 6. GRANT REPORTS:** All grant recipients must submit a narrative report on the impact of the program/project. This report should include a spreadsheet that includes the proposed budget and actual income and expenses. Receipts for expenses over \$100 should be included with the report. (See more under Attachment section of the Grant Application.)
- 7. SUBSEQUENT GRANT REQUESTS:** Grant reports are critical if a church is submitting for a subsequent grant request for the same program/project. This report needs to show reflection on what you have done, what you have learned, and what you are going to do next. ABCRM recommends using the [Action Learning Model](#) to guide this report.

8. **ABC-USA ANNUAL REPORT** the ABC-USA annual report is a minimum requirement for receiving a grant from ABCRM. If your church has not already sent in your annual report, please include the annual report with this grant request.

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