****Clergy GRANT CHECKLIST

The ***ABCRM Clergy 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](mailto: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. Personal call to ministry and history with American Baptists

□ 2. Goals for ministry

□ 3. Current ministry focus

□ 4. Program or project for which you are requesting grant

□ 5. Evaluation

□ 6. Planning

□ 7. 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. Explanation of items in financial attachments, if applicable.

**Other Attachments:**

□ 3. Contact information for Sr. Pastor of your ABCRM church and moderator/Chair of Board of Deacons/Chair of Board of Elders of church including phone number and Email. If applicant is Sr./Solo Pastor, provide contact information for second lay leader.

□ 4. List of key staff (paid or volunteer) who will oversee the program/project. (Workshop leader, instructor, etc.)

**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](https://advantech.co.ke/2016/07/04/action-learning-2/) 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.

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# Applicant information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Clergy:** | |  | | |
| **Phone:** |  | | **Email:** |  |

**Mailing Address** (and Physical Address):

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# Organization Information:

|  |  |
| --- | --- |
| **Legal Name of ABCRM Church:** |  |
| **EIN:** |  |

**Mailing Address** (and Physical Address):

|  |  |  |
| --- | --- | --- |
|  |  |  |
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|  |  |  |  |
| --- | --- | --- | --- |
| **Phone:** |  | **Email:** |  |

|  |  |
| --- | --- |
| **Website:** |  |

# 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 Pastoral Resource Grant (Max $3,000) |
|  | Church of the Master Pastoral Scholarship Grant (Max $2,000) |

|  |  |  |  |
| --- | --- | --- | --- |
| **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.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Applicant Signature |  | Date |
|  |  |  |
| Pastor/Moderator/Chair of Deacons/Chair of Elder Board Signature |  | Date |
|  |  |  |
| Pastor/Moderator/Chair of Deacons/Chair of Elder Board Printed |  |  |

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*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.

**1. ORGANIZATION BACKGROUND.** Discuss you call to ministry. Share how you have been engaged with ABCRM’s mission and priorities. (How are you an active clergy in good standing?)

**2. GOALS.** Describe you current goals for growth. Explain how you are living out these goals.

**3. CURRENT MINISTRY FOCUS.** Provide a brief description of your current ministry and focus.

**4. PROGRAM OR PROJECT INFORMATION.**

1. 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.
2. Explain why you intend to use the grant funds to approach the presenting issue and/or opportunity in this way.
3. Explain if this is the first time you have participated in this program/project. If not, provide a history of this project and your participation.
4. 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.
5. Please use [Smart Goals](https://www.mindtools.com/a4wo118/smart-goals) to describe the goals for this project or program by which it can be evaluated.

**5. EVALUATION.** Describe how the you will measures impact of this program/project.

**6. PLANNING.** Describe the challenges and opportunities you are facing in your ministry for the next three to five years. How do you anticipate that this program/project will impact these challenges and opportunities?

**7. 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.)*

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*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.

1. Program or project budget for the program period.
2. Download the Budget Spreadsheet for suggested formatting.

**2. 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 two 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.** **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.)

**6. 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.

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