



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 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](#) 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.



CLERGY GRANT SUMMARY FORM

APPLICANT INFORMATION

Clergy: _____

Phone: _____ **Email:** _____

Mailing Address (and Physical Address):

_____	_____
_____	_____
_____	_____

ORGANIZATION INFORMATION:

Legal Name of ABCRM

Church: _____

EIN: _____

Mailing Address (and Physical Address):

_____	_____
_____	_____
_____	_____

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



CLERGY GRANT 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.

- 1. ORGANIZATION BACKGROUND.** Discuss your 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 your 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.**
 - 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 you intend to use the grant funds to approach the presenting issue and/or opportunity in this way.
 - c) 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.
 - 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.** Describe how you will measure the 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.*)



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. 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.

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