

The Presbytery of West Virginia

Congregational Development

“Brick & Mortar”

from the Mission Development Fund

Grant Application

“Brick and Mortar”
(formerly known as the Mission Development)
Application for Special Project/Program Grant/Loan

I. General Information

Church Name: _____ Date: _____

Address: _____

Pastor/Session Moderator: _____

Name of Person completing this application _____

Contact Person (other than Pastor/Moderator): _____

Contact Person Address: _____

Project Title: _____

Please pay careful attention to answering each question as fully as possible. In the event there are questions that are omitted, it will slow down consideration by the Congregational Development Committee and Finance and Development Committee. You will need to use additional pages.

II. Community Information

A. Describe your congregation’s ministry in and to your community:

1. What you are doing as an individual church.
2. What you are doing cooperatively with other churches.
3. What community groups use your facilities.
4. What else would you like to tell us about the church?
5. Who is providing current pastoral leadership?

III. Proposed Special Project/Program (use additional pages)

A. Describe your proposal, the needs that will be met through the completion of this project/program, and how this project will enhance the ministry of Christ through your church and in your community.

B. List specific objectives and steps to accomplish the project/program with target dates for completion.

C. Who is responsible for oversight and evaluation of the project/program?

D. Are there ways that the Presbytery of West Virginia can help you plan and evaluate the project/program?

E. If your project is a capital improvement, a minimum of three bids should be obtained. Please indicate what these bids are, which one has been selected and why. Send copies of designs and blueprints of the project with the Application Form.

IV. General Financial Information

A. Enclose a copy of your present church budget; including present pastor's salary and benefits; an up-to-date Financial Statement; a list of special offerings and mission projects that your congregation supports; and a listing of special accounts and funds that your church now has. Also, indicate how many giving units are in the congregation; what percentage or how many of members pledge; and the average gift per giving unit.

B. Describe your church's mission giving, including:

1. What has been your Shared Mission Giving to Presbytery, Synod and General Assembly for each of the last five years? What factors have caused this to increase or decrease?

<u>Shared Mission Giving per Year</u>	<u>Local/Validated Giving per Year</u>
2009 _____	2009 _____
2008 _____	2008 _____
2007 _____	2007 _____
2006 _____	2006 _____
2005 _____	2005 _____

2. What % of your total congregational income does this represent each year?

2009 _____	2009 _____
2008 _____	2008 _____
2007 _____	2007 _____
2006 _____	2006 _____
2005 _____	2005 _____

3. Indicate the years your per capita payment has been paid in full. Explain any years your commitment has not been paid in full.

2009 _____
2008 _____
2007 _____
2006 _____
2005 _____

C. Have you received any monies, grants or loans, from Presbytery, Synod or General Assembly in the last 8 years? If so, please indicate in which years and the amounts in those years, as well as the purpose of the funds and the status of the project.

D. Does your church have any outstanding loans from Presbytery, Synod, General Assembly or any financial institution? (Please list with whom and amounts)

V. Proposed Project/Program Financial Information

	1 st year	2 nd year	3 rd year	4+years
A. Projected Expense (Itemize)	_____	_____	_____	_____
B. Cost of Maintenance	_____	_____	_____	_____

C. What have you done or plan to do to raise special funds for this project?
PLEASE BE SPECIFIC

D. What plans have you projected for paying off the balance of the project?

E. Please attach a total operating budget for funding year(s) requested. Please include at least a 25% match from the congregation (in-kind or cash).

F. Total estimate of project \$ _____
Congregational support of project \$ _____

G. Amount requested as a matching grant \$ _____

Amount requested as loan \$ _____

Total Amount Requested \$ _____

H. What alternatives do you have if request is denied?

1. Bank Loan
2. Modify Request
3. Cancel Project

Explain:

For Committee Use:

Congregational Development Committee

Visitor(s) _____

Date of review by Committee _____

Please return completed forms to: Presbytery of West Virginia, 520 Second Ave., S. Charleston, WV, 25303. Mark envelope to the attention of Congregational Development Committee and Finance and Development Committee.

For Congregational Development Committee Use:

Date Received Grant Application: _____

Date of Review by Committee: _____

Designated Presenter (if applicable): _____

CDC Liaison appointed (if needed):

CDC recommended amount: Loan/Grant (please circle)

_____ First Year ()
_____ Second Year ()
_____ Third Year ()
_____ One Year Only ()

Finance and Development Committee's Recommendation:

Approved Loan/Grant Amount(s):

_____ First Year ()
_____ Second Year ()
_____ Third Year ()
_____ One Year Only ()

Signature of Grant Approval: _____
