

# Ministry Initiative Grant Applications

## Evaluating a Grant Application Form

Grant application forms, when received by the Association Mission Commission, should be reviewed and analyzed before the meeting with the applying church as a basis for questions and comments during the interview. The primary purpose of this review is five-fold:

1. To ensure the application fits the **criteria and policies** set forth by the Board.
2. To **understand** the request in light of the financial situation of the church.
3. To ensure that the application form is **completed** and that there is **full disclosure** of the church finances.
4. To ensure that all requested **documentation** has been included
5. To ensure that all figures are **accurate and correct**, truly reflecting both the financials of the church and the needs represented in the request.

(**NOTE:** Completed forms should arrive in the Saint John office with all of the above having been dealt with by the Association)

When reviewing the application forms, the first matter to be checked is whether or not the situation is one that fits the criteria and policies of the Atlantic Baptist Mission Board as they relate to pastoral ministry grants. Please review those policies as outlined in the enclosed sheet entitled “*Board Policies.*”

If all is in order with the application, the following considerations should be made and questions asked relative to the respective pages:

### **Page 1 – Application for Ministry Grant – pastoral or ministry initiative**

- Is all information given?

### **Page 2 – Proposed Salary – Related Expenses**

- Have the directions on this page been followed correctly?
- Are the figures recorded actually the ones asked for on the forms, are they correct, and correctly calculated?
- Is the pastor being treated fairly or properly in this package? Is the salary figure below the Convention suggested minimum?
- In light of the budget and the present financial situation of the church, could the church be contributing more to the salary of the pastor?
- Is the amount being requested from the board within the general guideline noted at the bottom of the page?
- Is this a realistic request for this church in this situation?

- If the church is reapplying, does the request reflect a desire or effort to decrease the previous year's grant?

**Pages 3 and 4 – Summary Financial Information**

- Has the church extracted the requested figures from its financial statements?
- Are all the questions answered and is there full disclosure?
- Are the monies invested or placed in accounts, what is the purpose for it being set aside, could it be used to help with current expenses?
- Are all the requested documents included?

**(Re: Statements of Revenue and Expenditures/Receipts and Disbursements)**

- Are they current-preferably to the end of September in the current year?
- Is all in order, are there any discrepancies, inaccuracies or omissions?
- Are funds being put aside for any reason?
- How is the church spending its revenues?

**(Re: Statements of Assets and Liabilities)**

- Is there anything unusual in the statement, anything you would want to question?

**(Re: Proposed Budget and Anticipated Revenue for the Coming Year)**

- Is it realistic? Are there discrepancies, questions?
- Could the church be contributing more towards the pastor's salary?
- How do they plan to spend the revenues and is it realistic in light of their situation?
- Does the budget relate to the ministry plan?
- Is there a plan to increase the budget and decrease the need for assistance?
- How much are they giving to UIM?
- Are other missions and agencies receiving allotments from the church?

**Page 5 – Outreach and Evangelism Ministry Plans**

- Does the church appear to be an outreach-oriented church?
- Are there specific goals for outreach and evangelism?

**Page 6 – Declaration of Church Clerk**

- Has the required church meeting taken place, is the document signed by the clerk?