**APPLICATION FOR NON-CAPITAL OUTREACH MINISTRIES/PROJECTS**

**OF THE LOCAL CHURCH ASSISTANCE**

**ELIZABETH RIVER BOARD OF MISSION**

**CHURCH: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Loan Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grant Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Give a brief description of the ministry project.
2. How will this project/ministry help your church reach new people and strengthen the ministry of your church?
3. What is the anticipated cost?
4. What have you done to raise funds for this project in your local church and how much has been raised to date?
5. Church Information:

* Finances: Attach a copy of the most current year budget including year to date income and expenditures along with current year fund balances.
* Percent of Annual Virginia Conference and Elizabeth River District Apportionments paid in the most recent 3 years:

Year % VA Conference Paid % Elizabeth River District Paid

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\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

* Vitals signs for the most recent 3 years:

Year Total # of Average Worship # of Professions

Professing Members Attendance of Faith

\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_

1. Have you applied for a loan or grant from the Virginia Conference or other United Methodist agency? If so, how much was approved?
2. When will this project/ministry take place? When is the estimated completion date or is this an on-going project?
3. What is the present status of the ministry /project?
4. What committee is responsible for this ministry/project?
5. If your church is granted funds for this ministry/project, you will be required to send a quarterly narrative report on its progress during the year or for the length of the project if shorter than a year.
6. Please remember that funds not used for the requested project/ministry need to be returned to the Board of Mission so that the needs of other churches can be considered.

Signature of Pastor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Treasurer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Note: Funds are very limited for grants or loans. Grant/loan submission dates for the use in the Fall shall be received in the District Office by July 15th. Grant/loan submission dates for the use in the Spring shall be received in the District Office by October 15th.*

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**BOARD OF MISSION NOTES AND ACTIONS: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Details of Disposition:

**Loan Amount: \_\_\_\_\_\_\_\_\_\_\_\_ Grant Amount: \_\_\_\_\_\_\_\_\_\_**

1. Interval of loan payment (Example: one lump sum, scheduled payments.) *Attach agreement of repayment schedule.*

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1. Restrictions or considerations: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of District Superintendent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Distribution of Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_