



Evangelical Missionary Church of Canada

Building Development Fund **GRANT APPLICATION**

Please complete the following application form with supporting documents and send it to the attention of Cal Knights at properties@emcc.ca, or mail to our EMCC office at 160 Lancaster St. E., Kitchener, ON, N2H 1N2.

Building Development grant fund applications are adjudicated twice a year in the spring and fall. Spring deadline for submission is April 1 and the fall deadline is October 1. Emergency requests will be handled with due diligence.

Qualifications

1. Grants are extended to EMCC member churches and EMCC affiliated camps.
2. Grants are for capital improvement or emergency projects valued at greater than \$5000.
3. Approved grants will not exceed 50% of the total cost of the project to a maximum of \$50,000, and as granting funds are available.
4. Congregations are encouraged to have a plan to raise new dollars for the project. These grants are meant to serve as motivation for giving as a matching grant.
5. Grant dollars will not be dispersed in advance of the project. It is the practice of the EMCC to provide the approved funds as paid invoices are received from the project's applicant.
6. An applicant receiving a grant is not eligible to apply for another grant for three years after final disbursement.
7. Before submitting a grant application, applicants must inform their Regional Minister of the project and have the Regional Minister's support. As part of the process, the Regional Minister or designate will need to provide a written endorsement that includes an update on (or, a summary of) the church's health and situation.
8. Progress and final reports are required and are to be sent to properties@emcc.ca

Supporting Documents Required

- Letter from Board demonstrating that the project has been approved by the Board with appropriate congregational input.
- Previous Year Financial Statement.
- At least two quotes for the project.
- Regional Minister Support Letter.

Building Development Grant Application Form

CONTACT INFORMATION

Church/Organization Name:

Church/Organization Address:

Church/Organization Telephone:

Church/Organization Email:

Contact Person:

Contact Telephone:

Contact Email:

Regional Minister Assigned:

PROJECT DETAILS

1. Have you received a BDF grant in the past and, if so, in what year(s):
2. Provide a title and description of the project for which the grant is being requested:

3. Describe the need or purpose of the project and how it will advance your ministry or help in the case of an emergency:

4. Present a plan of action with an estimated timeline:

5. Provide a basic budget of projected costs (based on quotes):

6. Describe your fundraising plan and what has been raised to this point:

7. What is the projected/estimated cost of the project:

8. How much is being requested for this grant (not more than 50% of total cost up to \$50,000):