



## Ministry & Improvement Fund Application

This form allows congregations and pastors in the Pacific Southwest District of the Church of the Brethren (PSWD) to make application for monies available through the PSWD Ministry and Improvement Fund. Funds are available in the following areas:

- 1) Facility Repairs and Improvements
- 2) **New Ministry Opportunities (existing congregations)**
- 3) Pastoral & Leadership Support (Coaching for pastors & Annual Conference Attendee Support)
- 4) Youth (program development & participation support)

The first section below will capture needed contact information for all areas. Then you will be asked to select the specific area you are applying for and that will take you to the specific needs for those funds. You may apply for funds in more than one area, however a separate application will be needed for each area or project.

## New Ministry Opportunities (Existing Congregations) - Guidelines

New Ministry Opportunities fund provides grants to fund monies for existing congregations to supply seed money to support the congregation in engaging with new opportunities or expanding existing ministries that engage their community with the gospel, both in word and actions.

Amount: Grants of up to \$10 000 per congregation or ministry project per year are awarded with a maximum of \$25 000 being allocated to any one ministry project over 3 years.

Amount: Grants of up to \$10,000 per congregation or ministry project per year are awarded with a maximum of \$25,000

**Matching Funds:** Requesting congregations must match up to half of the grant amount with their own resources.

**Application Process:** The application will require basic information such as amount requested, description of the project, budget, and goals. Affirmation that the congregation will provide matching funds and approve the project as recorded in the minutes of the congregation's decision-making body.

**Oversight & Accountability:** Recipients are required to submit a written evaluation signed by the board chair and pastor at the conclusion of the grant period. Include financial accounting, an evaluation of the project, and other information specified on the reporting form. Failure to meet reporting requirements renders a congregation ineligible for future grants. In cases where grant funds are not expended for the intended purpose the Oversight Committee may request repayment of some or all of the grant amount.

**Guidelines:**

1. Grants are for ministries in which members of the congregation are actively involved. They are not to be passed through the congregation to another organization that the congregation supports.
2. Fresh and creative ideas for outreach ministries are preferred.
3. A portion of a grant may be allocated to wages/salaries for staff or others involved in providing leadership for the outreach ministry that is funded.

**Examples:**

1. Feeding program or shelter operated by the congregation.
2. Education or training events, especially if they include peace/service/justice/poverty components.
3. Community outreach events.
4. New opportunities that expand existing ministries that engage the community.

Please indicate the amount being requested: (do not include a \$) \*

Short answer text

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If there is someone other than the person completing this application that is leading the ministry opportunity please provide that individual's name and contact information below:

Short answer text

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Describe the ministry opportunity in detail including how did you decide to address this need? How does this project fit in with the rest of your church's ministry, and meet the guidelines of the fund? \*

Long answer text

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How will your congregation support this ministry opportunity through participation, prayer, funding, etc.?

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Long answer text

What are your goals and expected outcomes? What will determine the ministry opportunity has accomplished its goal(s)?

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Long answer text

Please provide a detailed income and expense budget for this project. INCLUDE: other sources of support for the ministry opportunity (e.g. district, local community, local congregation budget, local fundraising). If needing to send as separate documents please email to [frontdesk@pswdcob.org](mailto:frontdesk@pswdcob.org)

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Long answer text

How will your congregation raise funds to finance your share? \*

Long answer text

How will your congregation assume responsibility for future financing of this ministry opportunity, if it is a continuing ministry? \*

Long answer text

We affirm that the congregation will provide funds in at least the appropriate matching level. \*

Yes

No

Please send a copy of the minutes from the meeting where this project was approved by Board/Leadership Team/Council to [frontdesk@pswdcob.org](mailto:frontdesk@pswdcob.org)

Short answer text

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