**Builders Fund**

*Information and Application Form*

The purpose of the Builders Fund is to assist member congregations with capital purchases, building new or renovating current structures. Up to half of the cost of the project to a maximum of $25,000 can be provided as a grant to the congregation. This grant cannot be used to cover current deficits.

**General Provisions**

**A. Eligible Grants**

 Grants are available for:

1. Purchase or construction of new land or church buildings.
2. Capital improvements to existing church buildings.
3. Interior improvements of church buildings.

**B. Eligible Congregations**

1. Member congregations of the EMMC in good standing.\*
2. Congregations which have joined the EMMC are eligible after being members for three years, and in good standing.

*\*In good standing means: A church organization regarded as having complied with all its explicit obligations and having unabated powers to conduct its activities.*

**C. Application Guidelines**

The application must include a completed Builders Fund Grant Application with the following required attachments:

* 1. A signed copy of the congregational minutes approving both the project and the grant request.
	2. A copy of the project quote, purchase agreement and/or construction contract, as applicable.
	3. One of the following:
		1. If purchasing, a copy of a current appraisal of the subject property.
		2. If adding capital or interior improvements; a quote, site plan, floor plan or elevation sketch.
	4. The most recent Accountant prepared Financial Statements of your church.

**D. Grant Approvals**

1. Application must be received 2 months prior to the projected construction start date.
2. The grant is contingent upon the receipt of the requested information by Director of Finance home office staff, approval by the Finance and Audit Committee and acceptance by the General Board of EMMC.
3. When the grant gains approval, a letter of approval will be sent to the Main Contact for the project.
4. Half of the grant money will be sent at time of approval, the second half will be mailed upon receipt of final report.

**E. Follow up Requirements**

Once the project has been completed, the church will provide the following reports:

1. A written summary outlining the final cost of the project, the date of completion, and other project details.
2. A written summary, story, interesting experience, unanticipated benefit, photos, etc. that tells how programming has improved because of this building project. This report is meant to be shared with the broader EMMC constituency via the bi-monthly publication *The Recorder* to help promote the *Builders Fund* and conference mission and values.

**For Office Use Only:**

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Cheque Issued: \_\_\_\_\_\_\_\_\_\_\_

Final Report Rec’d: \_\_\_\_\_\_\_\_\_\_\_\_

Final Cheque Issued: \_\_\_\_\_\_\_\_\_\_\_

**Builders Fund**

**Grant Application**

**Complete this application form and return it to**

**EMMC 757 St. Anne’s Road, Winnipeg Manitoba CANADA R2N 4G6**

**Email:** **info@emmc.ca** **FAX: 204.256.7384**

**Name of Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Main Contact for the project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name and contact information of person(s) preparing this application:**

**(1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

name title of position in church

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 phone email

**(2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

name title of position in church

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 phone email

**(3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 name title of position in church

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 phone email

**1. Purpose of the Grant: (Check One)**

□**Construction** □**Renovations/improvements** □**Capital Purchase**

□**Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Tell us about the building project you are proposing. Include how the idea formed and how you expect this project to impact your church and your community.

**2. Funding:**

What kind of funding (how much money) are you requesting from the Builders Fund Grant? This grant is meant to cost-share a project and EMMC is prepared to contribute up to half of the required funds to a maximum of $25,000. How will you raise the remaining funds? Please provide a budget plan.

**3. Time Frame:**

By what date do you expect to need the funds? The intent of the Grant is that it would be used within 12 months of the Grant approval.

**4. Congregation Involvement:**

Provide some insight as to how your congregation will be involved and impacted by this project both in the short term, and the long term. Has this project been presented to the congregation and how have they provided their support?

**5. Accountability:**

Any questions you have should be forwarded to the Director of Finance at EMMC Home Office. The Director of Finance will be in contact with the person identified as the Main Contact. All applications are subject to approval and strictest confidentiality.

**Signatures:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Pastor Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Board Chair Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Person Submitting Application Date

Have you attached the following?

□- Year End Accountant prepared Financial Statements

□- Signed Copy of Congregational minutes approving project

□- Purchase agreement

□- Invoices

□- Estimates

□- Quotes

□- Site Plan

□- Floor plan

□- Elevation Sketch

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