

## Creative Ministries Funding Congregational Guide

In order to facilitate a better understanding of the Creative Ministries Funding Application process the following guide has been developed to help applicants prepare their requests.

1. List each outreach and request for funding for that particular event (or series of events) separately.
  - a. Submit each funding request individually. A separate CMC pdf funding application may be used for each application.
2. Be specific about the desired target group and the anticipated outcomes of each event.
3. Be specific with the amount of funding requested for each application.
4. Specify what financial support the congregation is putting forth (and presbytery support if they are also involved) for each application.
5. Specify whether the monies are to be used for seed financing, equipment purchases, staffing costs, etc. for each application.
6. Include a copy of the session minutes approving the request for funding for each event (if multiple requests are being submitted they can be handled as a single multi-item motion). Include the presbytery minute extract as well (multiple requests as above).
7. Include:
  - a. The contact information for the point person of each request.
  - b. The contact information for the church (including contact information of minister).
  - c. The contact information for the presbytery (if also involved).
8. Fill out the pdf CMC request for funding application.
  - a. Submit via email.
9. Refugee Special Funding requests must include presbytery minute extract.

Please note: Only one grant per presbytery is given. How the funds are distributed due to multiple requests within the same presbytery will be at the discretion of the presbytery in question.

(Please note: the above are the things that the committee looks for when assessing a grant or multiple grant requests from a single congregation. They are offered as helpful guidelines only. The above guidelines are not a guarantee that any or all the requests will be upheld or supported. As well, it does not guarantee that more information from the applicant may be required. Nor does it guarantee that any specific dollar request will be granted or supported. All grant requests are handled by the CMC with prayer, discernment, due diligence and process.)