



etowahbaptistassociation

853 Walnut Street | Gadsden, AL | 35901
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SPECIAL PROJECTS ASSISTANCE APPLICATION

CONTACT INFORMATION

Name of Organization:		Phone Number:
Name of Requestor:		Phone Number:
Name of Pastor or Director:		Phone Number:
Address:		
City:	State:	ZIP Code:

ASSISTANCE INFORMATION

Funding requested for: <i>(Please check one.)</i>	Amount Requested:
<input type="checkbox"/> Ministry Start-Up:	
<i>Please attach a detailed list of how these funds will be used to start your ministry including any price estimates.</i>	
<input type="checkbox"/> Organizational Growth:	
<i>Please attach a detailed list of how these funds will help you grow your ministry including any price estimates.</i>	
<input type="checkbox"/> Individual Funding:	
<i>Please attach a detailed list of any expenses for which you are requesting help.</i>	
<input type="checkbox"/> Other:	
<i>Please describe need and attach any documentation.</i>	

ASSISTANCE DATES

Date of event (if applicable):
Date assistance needed:
Length of project:

PREVIOUS ASSISTANCE

Have you received funding from EBA in the past?

Yes, for this project. *(Please make sure to attach your plan for becoming self-supporting as well as all documentation due from last year.)*

Yes, for a different project. Please list: _____

No, I am a first time applicant.

Signature of Person Making Request	Signature of Pastor or Organization Director
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DEADLINES:

OUTSIDE AGENCIES- NOVEMBER 15

CHURCHES- NOVEMBER 30

Office Use Only:	
Date Received:	Request Number: 1 2 3
Date Postmarked:	Last Year Amount:
	All Documentation: Y N

Guidelines for Special Project Funding

General Guidelines:

1. Please read the guidelines in entirety prior to completing the application form.
2. The Special Projects Committee will be made up of all EBA ministerial staff, ALT representative (the chairperson or an appointed replacement), EBA Moderator, Great Commission Ministry team leader, Church Development Ministry team leader, Mission advisory team leader, and Collegiate missions team leader.
3. The Special Projects Committee will make decisions about the approval of requests based upon the guidelines, the amount of funding and the timeliness of paperwork received.
4. The ratio of allotted funds will be broken down as follows due to IRS requirements of the allotted funds:

Outside Agencies/Organizations	2/3
Churches	1/3
5. All requests must be filled out completely including copies of 501c3 paperwork for outside agencies. No request should be called in or accepted in any form other than the committee approved application available online at etowahbaptist.com/specialprojects.
6. Deadlines for requests are as follows:

Outside Agencies/Organizations:	November 15
EBA Churches:	November 30
7. Any request turned in late will be reviewed after finalizing all formal requests. This means that funding is not guaranteed for any late requests regardless of their ability to meet guideline specifications.
8. Individuals applying for mission trip funding assistance will be limited to EBA sponsored or endorsed trips. The appropriate advisory team will establish priorities as related to their specific area of ministry. Special consideration will be given to previous EBA summer missionaries and Etowah Baptist college students. No individual will be awarded over \$1,000 per year.
9. Requests for construction funding **should not** be submitted to special projects. Construction project requests are handled directly by Men's Ministry under the direction of the Missions Development Director. Contact EBA for more information.
10. Any church or ministry who does not complete the paperwork requested may not be considered for future year's funding.
11. Self-Support Policy: This funding is designed for the start-up of new ministries. No church or organization should receive the funding for the same project for more than 3 years. If requesting funding over multiple years, evidence should be

provided of the organizations strides to become self-supporting. The committee may choose not to approve funding for ministries that are not making efforts to be self-funded.

Church Guidelines:

1. Equipment Requests:
 - a. Before submitting an equipment request, make every effort to raise the funding on your own. Provide documentation of what steps were made to attempt to raise funding.
 - b. Provide a copy of your church budget showing there is no allocated money that could be used for such equipment.
 - c. Provide statement of why equipment is necessary and how you came to that conclusion.
 - d. Show documentation of the exact piece of equipment you would like to purchase and 2 comparable pieces to show that you have done your diligence to price check and determined your needs.
 - e. With the proper documents considered, the committee will consider assistance of one-half of the price of the item, not exceeding \$1000.
2. Priority to church funding is given in the following order:
 - a. Churches starting ministries with EBA partners
 - b. Churches partnering with NAMB or IMB missionaries (SEND cities are considered before others)
 - c. Churches partnering with ALSBOM sponsored relationships
 - d. Projects that have not received funding in the past

Outside Agencies and Organizations Guidelines:

1. No outside agency shall receive direct operational support such as utilities, salaries, or rent
2. Priority to outside agencies is given in the following order:
 - a. Projects in Etowah County
 - b. Projects meeting a ministry need that is not already provided but considered essential by the Special Projects Committee
 - c. Projects that have not received funding in the past