

SPECIAL PROJECTS APPLICATION

“It is not the Church that needs money. The Church needs mission and ministry, and mission and ministry require money.”

PURPOSE: The purpose of the Special Projects Fund, made possible by the contributions of Nextel Corporation, is to enhance the ministry of the North Haven Congregational Church through a series of one-time programs. To qualify as a Special Project, the activity must reach out to bring in new Church members, grow an existing ministry of the Church with more participation or enhance the relationship of the Church to new members. The Finance Board encourages all members of the Church to think creatively and make application on a project that they can support vigorously and faithfully.

APPLICATIONS: The Finance Board will assist anyone who needs help with the application.

- Applications for the Special Projects Program with support of boards or committees of the Church at the Finance Board November meeting for the coming year.
- Any group or individual with ideas for Special Projects will need first to request and receive sponsorship from an existing board or standing committee that will take responsibility for oversight of the Project. A board may submit more than one application.
- The applicant must prepare a budget and timetable for action as well as a detailed description of the Project with one person designated as Chairperson for the Project.
- The Board Chairperson, the Project Chairperson and others designated by them will present the Special Project in the approved format to the Finance Board and/or Evaluation Committee at its November meeting. An Evaluation Committee will be made up of the Chairpersons of the Boards of Deacons, Christian Education, Outreach, Finance, Moderator and Pastor, who will after evaluation of each proposal will make recommendation to the Finance Board.
- The Finance Board with the Project Chairperson will then make its recommendations for funding to the Church Council for ratification.
- If the amount designated annually for Special Projects is not obligated in November process, applications will again be requested in March and June for later funding.

FUNDING: The Finance Committee will establish the maximum amount to be available as part of its financial recommendation to the Annual Meeting in January. The Special Projects Fund can be committed to one or more Special Projects. Any one Special Project may receive no more than \$5,000 and be completed within one year. The funds not used or obligated during the calendar year may be rolled over into the following years or go to the Replacement Reserve fund if requested and agreed by the Finance Board. More than one Special Project may be approved within the amount available.

PROJECT REQUIREMENTS: While the creativity of Special Projects to benefit the Church should not be restricted, the following principles are encouraged:

- The Project should reach out and make connections to potential new Members.
- The Project should have long-term, lasting benefits to the Church.
- The Project should be a one-time financial investment/expense without future budget funding.
- The Project should be considered a mission or ministry of the Church.
- The Project should have the support of a number of Church Members as shown by volunteers and enthusiasm for the activity.
- The Project should not also require funds from the Operating Budget or Trustees during the scheduled time of the Project.

SPECIAL PROJECTS APPLICATION FORM

Return to Chairperson Finance Board

- 1. Name of Project:**
- 2. Name of Sponsoring Board:**
- 3. Name of Special Project Chairperson:**
- 4. Description of Special Project:** *Use Attachment A to describe the Purpose, Activities, Persons, Budget, Anticipated Results and any Future Aspects of the Project as indicated.*
- 5. Ways that the Special Project will reach out and make connections to potential new members:**

- 6. Long term benefits to the North Haven Congregational Church:**

- 7. Ways in which this Special Project will enhance or expand the missions or ministries of the North Haven Congregational Church:**

- 8. Evidence of the support of a number of members of the North Haven Congregational Church:**

- 9. Explanation of any auxiliary or coincidental costs of the Special Project and how they will be covered:**

- 10. Any additional information believed helpful to this application:**

ATTACHMENT A

NAME OF SPECIAL PROJECT:

PURPOSE OF SPECIAL PROJECT:

ACTIVITIES OF THE PROJECT including time frames, contracts required (if any) and persons involved, including impact on current staff:

BUDGET REQUIRED including time frames as indicated above and any amounts that are only estimates at this time:

ANTICIPATED RESULTS including both positive and negative such as how any unanticipated additional costs will be handled and ways to measure success of project:

POST FUNDING ASPECTS OF THE PROJECT:

SIGNATURES

DATE OF APPLICATION: _____

SPONSOR: _____ [*Board Or Committee*]

SIGNATURE OF SPONSOR'S LIAISON: _____

PROJECT CHAIRPERSON (*If Different*): _____