

## Church Extension Committee – Guidance for Applicants

The Church Extension Committee provides ongoing support for the Communities of Faith in the Eastern Ontario Outaouais Region with respect to their physical assets and facilities.

The information we require in order to consider a request for financial assistance includes:

1. The name of your Church and a description of the project.
2. Estimates from contractors covering the work to be performed.
3. A summary of the congregation's finances (a copy of last year's financial statement and this year's budget projections.)
4. The congregation's plans for sourcing the required funds - the congregation's share, funds from other sources, funds from Church Extension.
5. For requests up to \$10,000, if approved, we would normally make funds available by way of a grant.
6. For higher amounts, we would make funds available by way of a loan; we require information about the congregation's sources of funding and timing of repayment of the loan.
7. Also, if a loan is approved, before advancing the funds, we would require a copy of a motion from the congregation authorizing the borrowing and who would have the authority to sign a loan agreement.

We trust this will assist with your plans to proceed with the project. If you require any further information or wish to discuss it further do not hesitate to contact to contact the undersigned.

We look forward to hearing from you.

Bert Cosman  
Secretary Treasurer  
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### ***Church Extension Committee - Mission***

*Striving to support the health and continuance of Communities of Faith throughout the Eastern Ontario Outaouais Region with excellent advice and shared financial support for their projects to repair and renew their physical assets.*