

**Church Extension Committee – Guidance for Applicants**  
**Updated April 2023**

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

The information the Committee requires in order to consider a request for financial assistance from a Community of Faith includes: The name of the Church and a description of the project.

2. Estimates from contractors covering the work to be performed.
3. A summary of the Community of Faith's finances (a copy of last year's financial statement and this year's budget projections.)
4. The Community of Faith's plans for sourcing the required funds including the Community of Faith's share, funds from other sources, and funds from Church Extension.

**Matching Grants**

5. The Church Extension Committee will consider grant applications for qualifying projects up to a maximum of \$25,000 from the Church Extension.
6. In principle, grants are provided on a matching basis. For each dollar contributed by the Community of Faith, Church Extension will provide a matching dollar.
7. The committee will consider other arrangements for the amount of a grant and the requested contribution from the Committee in extenuating circumstances.
8. Absent truly exceptional circumstances, the committee will only award grants to an Application up to \$25,000 in a three (3) year period. This cap is regardless of the number of grants made during that period, so for example, there may be 10 grants of \$2500, 5 grants of \$5000 or 1 grant of \$25,000 during any three (3) year period.

**Loans and Mortgages**

9. The Committee also considers requests for financial assistance in the form of a loan or a mortgage for projects that fall outside of the guidelines for a grant.

10. The Committee requests information about the Community of Faith's overall financial situation, typically as provided in the latest Annual Report, sources of funding for the project, and the Community of Faith's proposal for repayment of the loan or mortgage.

11. For loans and mortgages, the Community of Faith and the Committee work out repayment terms which take account of the financial capacity of the Community of Faith.

12. Also, if a loan or mortgage is approved, before advancing the funds the Committee requests a copy of a motion from the Community of Faith authorizing the borrowing and who would have the authority to sign a loan or mortgage agreement.

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

The arrangements above will be monitored on an annual basis by the Church Extension Committees in conjunction with the corporation's annual audited financial statement to determine if these arrangements will be continued or revised.

We thank you for reaching out to the Church Extension Committee and we look forward to hearing from you.

Judy Harms-Potter

Secretary

613-735-4944, jharms.potter@gmail.com

***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.*