

## **Church Extension Committee – Guidance for Applicants**

**Updated December 2025**

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:

1. The name and mailing address of the Church and a description of the project.
2. Estimates from contractors covering the work to be performed.
3. 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 and Matching Grants
4. In principle, grants are provided on a matching basis; that is, for each dollar contributed by the Community of Faith, Church Extension will provide a matching dollar, up to a maximum grant of \$25,000. Absent truly exceptional circumstances, this maximum of \$25,000 will be in effect for a particular Community of Faith for a three (3) year period. When figuring out how much you are eligible to receive, look at the funding you have received for the previous two years.

### **Examples**

If you are applying in 2026 and received no money from Church Extension in 2024 and 2025, then you are eligible for up to a \$25,000 grant

If you are applying in 2026 and received \$5000 in 2024, then you are eligible for up to \$20,000 in 2026

If you are applying in 2026 and received \$10,000 in 2024 and \$15,000 in 2025, then you are not eligible to receive anything in 2026.

If you are applying in 2026 and received \$25,000 in 2023, you are eligible for up to \$25,000 in 2026

5. 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.

6. 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.

7. The Region requires that a Community of Faith contact the Property Committee of EOORC for approval of "Any expenditure by a Community of Faith on its physical buildings or property that is over \$75,000" The Chair of the Future Through Property Leadership Team is Phyllis MacRae. She can be reached at [pmjmacrae@gmail.com](mailto:pmjmacrae@gmail.com).

8. 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.

9. 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.

**10. The following are changes for 2026 to our guidelines and meeting schedules.**

**Guidelines for issuing of grants and loans in 2026. Our budget for grants for a current year will be determined by calculating 4.5% of total income at our fiscal year end, June 30 of the previous year. We will consider applications at a Directors Meeting to be held annually in April, applications will be due by March 1<sup>st</sup>. Committee members will prioritize projects, providing grants up to but not exceeding its annual budget. If grant requests exceed the budget, the committee may not approve some of the grant requests or may adjust the amount of the grant to fit in the budget.**

**The Corporation's Annual Members Meeting will be held separately in the fall but will not consider applications for grants or loans at the fall meeting. Any emergency applications will be considered on a case by case basis.**

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 the secretary. 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, churchextensioncommitteeeorc@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.**