



## Brethren Faith in Action Fund Guidelines Mission and Ministry Board – Church of the Brethren

**Purpose:** Formed by funds generated from the sale of the upper campus of the Brethren Service Center in New Windsor, the **Brethren Faith In Action Fund** (BFIA) provides grants to fund outreach ministry projects that serve their communities, strengthen congregations, and expand the reign of God. Such ministries will honor and continue the legacy of service that the Center has epitomized while also addressing the dynamics of the present age.

**Who May Apply:** Any United States Church of the Brethren congregation, fellowship or project (hereafter referred to as “congregations”) and any Church of the Brethren camp (“camp”).

### **Amount:**

#### Congregations

Grants of up to \$5,000 per congregation or ministry project per year are awarded, with a maximum of \$15,000 being allocated to any one ministry project over multiple years.

#### Camps

Recognizing that camps represent an outreach opportunity in their communities, they may apply for grants up to \$2,500 every other year to support their ministry programs.

### **Matching Funds:**

#### Congregations

Congregations have different abilities to provide support to projects, in part based on the income of the congregation. Congregations\* will report their annual income (giving, rents, district grants, or other sources) as part of the application process, and the portion of the project cost they are expected to contribute will vary based on income level.

*\*New church projects (not yet having status as congregations) will be asked to share their projected income for the current year.*

The congregation’s portion will be determined by the following sliding scale:

<b>Congregational Income</b>	<b>Congregational Support level</b>	<b>BFIA Support (\$5,000 max)</b>
Less than \$40,000	1/10 of project cost	9/10 of project cost
\$40,000 to \$80,000	1/6 of project cost	5/6 of project cost
\$80,001 to \$120,000	1/4 of project cost	3/4 of project cost
More than \$120,000	1/3 of project cost	2/3 of project cost

Churches will report their income and propose the project and its cost. The Grant Oversight Committee will make a decision on approval of the project, and the grant level will be determined using the chart above.

Following is an example of the sliding scale for a project with a total cost of \$4,500.

**Example (total project cost of \$4,500)**

<b>Congregational Income</b>	<b>Congregational Support level</b>	<b>BFIA Support (\$5,000 max)</b>
Less than \$40,000	1/10 \$450	9/10 \$4,050
\$40,000 to \$80,000	1/6 \$750	5/6 \$3,750
\$80,001 to \$120,000	1/4 \$1,125	3/4 \$3,375
More than \$120,000	1/3 \$1,500	2/3 \$3,000

Camps

Requesting camps will be funded with 1/3 of cost coming from their own resources and 2/3 from the BFIA.

**Fund Management:** The BFIA fund shall be managed so as to preserve principal. Investment performance and other factors will determine the total amount of available grant money for each year.

**Application Process:** Grants will be awarded as determined by the Grant Oversight Committee at least semi-annually. A grant application will require basic information such as amount requested, description of the project, budget, affirmation that the congregation or camp will provide the matching funds as recorded in the minutes of its decision-making body, and a statement of support from the district executive.

**Grant Oversight Committee:** The Grant Oversight Committee is composed of three appointed members: a denominational staff person, a Mission and Ministry Board member, and a district executive representing the Council of District of Executives.

**Oversight & Accountability:** Grant recipients are required to submit a report signed by two congregational or camp leaders at the conclusion of the grant period, to include financial accounting, an evaluation of the project, and other information specified on the reporting form. Failure to meet reporting requirements renders an applicant ineligible for future grants. In cases where grant funds are not expended for the intended purpose, the Oversight Committee may request repayment of some or all of the grant amount.

**Guidelines:**

1. Congregational grants are for ministries in which members of the congregation are actively involved. They are not to be passed through the congregation to another organization that the congregation supports.
2. Priority will be given to requests that connect with the legacy of the Brethren Service Center in some way, such as by including components of service, peacemaking, and meeting basic human need. Fresh and creative ideas for outreach ministries are preferred.
3. Grants cannot be used primarily to fund staff salaries, although a portion of a grant may be allocated to wages / salaries for staff or others involved in providing leadership for the outreach ministry that is funded.
4. Grants are not intended for capital improvements or remodeling projects.
5. Congregations are eligible for only one grant every twelve months.

Examples:

The fund may support outreach ministries like (but not limited to) these:

1. Refugee resettlement.

2. Local food bank, feeding program, or shelter operated by a congregation or community organization with involvement by members of the congregation.
3. Education and training events, especially if they include discipleship / peace / service / justice / poverty components.
4. Community outreach events such as local work projects, picnics, concerts, etc.
5. Meal events hosted by the congregation for the community.
6. New or enhanced electronic equipment which will enable the applicant to primarily expand the influence of Jesus in the neighborhood to new audiences. Projects in this area will need to be explicit in sharing how the equipment will expand the church's ministry outreach.

The fund generally will not support:

1. Staff salaries, with the exception of small portions of grants dedicated to a larger project.
2. Needs specific to one individual or family (such as paying medical costs or heating bills etc.)
3. Outreach ministries that are not closely related to the congregation and in which members of the congregation are not closely involved.
4. Outreach projects for which the Church of the Brethren already provides grant opportunities, such as gardening projects funded by the Global Food Initiative.
5. Missionaries/volunteers from the congregation serving through organizations that require raising their own support.
6. Remodeling or upgrading of real property. i.e., doors, windows, insulation, gutter, etc.

*From the document approved by the Mission & Ministry Board – March 2017  
Revisions approved by the Mission & Ministry Board – October 2022*



## Brethren Faith In Action Fund Grant Application Mission & Ministry Board – Church of the Brethren

Date of Application \_\_\_\_\_

Name of Congregation, Fellowship, Project, or Camp \_\_\_\_\_

Address \_\_\_\_\_

District \_\_\_\_\_

Name(s) of person(s) filling out this application \_\_\_\_\_

E-Mail \_\_\_\_\_ Phone \_\_\_\_\_

### **Disbursement of Funds**

Applications may be received at any time. Disbursement of **Brethren Faith In Action Funds** will be made to qualifying applicants at least semi-annually.

### **Grant Application**

This application for a grant from the **Brethren Faith In Action Fund** requires evidence of a well thought out vision for your ministry project. Please provide detailed information as requested below. Applications should be received in advance of the ministry project with time for the committee to consider the request, ideally at least 30 to 60 days prior to the need for funds. Refer to guidelines for the **Brethren Faith In Action Fund** at [www.brethren.org/faith-in-action](http://www.brethren.org/faith-in-action)

### **Project Description**

1. Describe the ministry project in detail; include a projected timeline.
2. How does this ministry project promote the goals of the **Brethren Faith In Action Fund** to “provide outreach ministries that serve the congregation’s or camp’s community, strengthen the congregation or camp, and expand the reign of God”?
3. How does this ministry project fit in with the rest of your church’s or camp’s ministry?
4. What are the steps you will take to accomplish this ministry project?
5. How will your congregation or camp support this ministry project through participation, prayer, funding, etc.?
6. What will determine if the ministry project has accomplished its goal(s)?

### **Project Funding**

7. What are the estimated expenditures for this ministry project? Please upload or attach a detailed budget.
8. List other sources of support for the ministry project (e.g., district, local community, congregational budget, local fundraising).
9. What is the amount of the grant requested and when do you need the funds?
10. Recall that your congregation or camp is responsible for meeting a portion of the expenses with their own resources.\* How will your congregation raise funds to finance your share?  
\*See *Matching Funds* section in *Guidelines*
11. How might your congregation or camp assume responsibility for future financing of this ministry project, if it’s a continuing ministry?

### **Congregational Information**

12. What is the average worship attendance in your congregation?

13. What is your congregation's annual income from all sources?
14. What percentage of your expenses goes to fund outreach ministry?
15. Have you made your district executive aware of your ministry project?
16. How does your congregation support your district ministries and Church of the Brethren ministries?

#### Camp Information

17. What is the average annual registration at your camp?
18. What is your camp's total annual budget?
18. How does your camp embody your district's ministries and Church of the Brethren ministries?

#### Other comments

Your District Executive will be contacted for affirmation of your ministry project application.

#### **To submit your application:**

Upload the completed application and supporting budget to the website [www.brethren.org/faith-in-action](http://www.brethren.org/faith-in-action)

Or email the completed form and any additional materials to: [BFIAFund@brethren.org](mailto:BFIAFund@brethren.org)

Or mail to: Brethren Faith In Action Fund c/o General Secretary's Office, 1451 Dundee Ave., Elgin, IL 60120