

Section I: RLC Church Grants

What RLC Grants for Churches monies will support

For building renovation and repair, or for new construction, the RLC Committee looks for clear evidence of creative fund raising on the part of individuals and congregations to help meet project costs. RLC can supplement but not substitute for use funds already held by a church. Church buildings are often landmarks or historic places in Maine towns, and non-church community members and organizations (in addition to outside foundations) are often willing to share in the cost of their preservation. Also, church facilities are often used by non-church individuals and organizations who may be able to help with funding these projects.

In addition, the RLC Committee is often able to help with the cost of new programs or services – or with expansion of existing services – within a local church. It can assist individual churches with programs or events that also benefit other local churches. As with building projects, the RLC Committee looks for clear evidence that the local church will be able to cover some portion of costs associated with the proposed new or expanded program.

For example:

- Address handicapped accessibility
- Upgrade audio-visual technology used in worship or educational classes
- Construct a new outdoor sign with LED message
- Make available an automatic defibrillator
- Address accidental damage or vandalism to a building
- Provide services of a crisis counselor

NOTE that RLC church grants are limited in size with a maximum of \$5000. The intention of the RLC grants is to assist congregations to sustain or expand their ministries, but limited resources mean that we are unlikely to be able to fund entire projects. Grant applications must be submitted as part of project planning rather than after a project has been completed. Each church is limited to one grant award per year.

RLC Grant Application Process for Churches:

- Awards are granted by a majority vote of the Resourcing the Local Church Committee.
- The **Resourcing the Local Church Committee** meets up to six times per year, although additional meetings can be arranged for emergency applications.
- Deadline for all non-emergency applications are **January 31, March 31, May 31, July 31, September 30, and November 30** each year. If a response is needed quickly to deal with a problem like hurricane damage or other issue where time is of the essence, mark your application as “EMERGENCY REQUEST”.
- Applicant will be notified of the RLC Committee’s decision within one week of the meeting.
- Grant funds will be paid by the Conference Business Office upon receipt from the Grantee of either invoices or receipts. Payment cannot be made based on estimates.
- Grant funds must be disbursed six months from the date Grantee receives written approval from RLC. Grantee may request additional time if necessary.

BEFORE SUBMITTING AN APPLICATION:

- Assess whether the project falls within the guidelines of this specific type of grant. Contact a committee member listed on the second page of this handbook if you have any questions about whether your request falls within the scope of this grant.
- Determine what other funding sources can be accessed, including church assets and fundraising opportunities.
- Look at all possible options before deciding to do the project.
- Prepare a one or two page description of the planned project and how it maintains, improves, or expands the church ministry. Include information on other options that were considered when deciding how to accomplish the project’s goals.
- Provide copies of (1) the church’s current financial budget, (2) current statement of all church financial assets, and (3) a year-to-date statement of income and expenses. Also describe fundraising efforts and results, other contributions, and any other attempts to fund this project.
- For construction, renovation or repair projects, provide 2 or more written estimates, if possible, from a business or individual who could complete the work. If only one estimate is possible, please explain why. If possible, provide photos of the areas of the planned work.

- Complete the RLC Church Grant Application that follows and attach documentation described in previous bullets.
- Return the completed grant application to conference@maineucc.org with “RLC grant application” in the subject line OR send via USPS to the conference office mailing address listed on the front cover of this handbook and include ATTN: RLC before the street address. (NOTE: the conference office will relocate in the near future, so you may need to find the new address from another source.)
- Following notification of acceptance of the application, submit invoices or receipts for the completed work/purchases to the Maine Conference business office or send electronic copies via email to conference@maineucc.org Please note “ATTN: RLC” either way. Invoices will be paid directly to the vendor; receipts marked “paid” will be reimbursed to the church.
- Projects must be completed within 6 months of the grant’s approval. Funds not utilized within 6 months tie up much needed funds that could be used to serve other churches within the Maine Conference.
- Grantees must inform the RLC Committee of any delays or extenuating circumstances so appropriate action can be taken.
- Grantees are required to submit a project completion form to RLC at the Maine Conference Business office within 60 days of expenditure of grant funds. Blank completion forms can be found at the end of this handbook.



Date _____

Church Name _____

Street/ PO Box _____

Town _____ ZIP _____

Phone(s) _____ Cell _____ Email _____

Contact Person: _____

Position (check one): Pastor ☐ Lay Leader ☐ Other ☐

Church Membership _____ Average Sunday Worship Attendance In Person _____ Livestream _____

Please share the approximate percentage of those attending your church on an average Sunday

Children _____ Youth _____ Young Adults _____ Middle Aged Adults _____ Elderly Adults _____

Name of Project _____

Has your church applied for an RLC Grant before (check one): Yes ☐ No ☐

When _____ Was your previous request granted (check one): Yes ☐ No ☐

What is the status of the previous project? _____

Anticipated Date of Program/Project _____

Your Church's Contribution \$ _____ Other Resources \$ _____

Amount Requested from Committee \$ _____ Total Cost \$ _____

Please Sign Below

Applicant _____
(Print Name) (Signature)

Pastor _____
(Print Name) (Signature)

BE SURE TO READ AND FOLLOW INSTRUCTION on the preceding pages of the RLC Handbook before submitting this application and required supporting materials!