



Grant Application Overview:

The Covenant's Kids Consignment Sale awards grants from monies earned from our sales to projects that benefit the children, youth, and community of Covenant Church. A committee of a minimum of 5 representatives from the Consignment Sale Executive Committee will review the applications and make the final decisions to award grants based on funds available and project purpose.

- a| Who can apply? Any staff or church member of Covenant Church
- b| Who can receive? Any children's ministry within the church or community will be considered first. Any other need of the church will be considered if there is money still available after children's grants.
- c| Please make sure to communicate your grant requests to the Senior Pastor and the head of the department to which your grant applies.
- d| Once all grant requests have been submitted, a complete list will go out to the staff so grants can be ranked in order of importance by the staff.
- d| Grant requests for recurring events can be submitted, but may be considered after all other one-time requests.
- e| If your grant request is emergent and must be heard outside of the regular grant cycle, please still complete and submit the form as usual.
- f| Grant money to approved grants will be paid once a receipt is received. If your purchase is less than requested, remaining money will be used in the next grants cycle.

Digital Grant Application Instructions:

1. Grant requests can be submitted by either:
 - a| 100% paper copy including attachments in the Consignment Sale mailbox outside the church office *or*
 - b| by completing the form digitally, printing the whole form, obtaining necessary signatures, printing necessary attachments, and scanning the ENTIRE collection of documents into ONE, and emailing to grants@covenantconsign.com *One complete paper copy must be placed in the Consignment Sale mailbox to be considered complete*
2. Grant requests must be submitted by April 10th for the spring sale and October 10th for the fall sale.



Grant Application Signature Page:

1. Please fill out the entire application and include attachments for expenses, including estimates and complete vendor information. Include a Building Use Form or Fundraising Form if necessary. If you are submitting digitally, **please remove all lines when you fill in the blanks**. Please print a copy of your application for your records, plus a copy to turn in. If you need assistance with your grant application, please email grants@covenant.consign.com

2. At least 2 signatures are required for all applications. Please be sure to that any governing bodies or staff members of our church who oversee the area being affected have been made aware of your project proposal (trustees, director of children’s ministries, pastor, etc.) You must include the appropriate person’s signature on this page in the section below.

a) If you are a church staff member, then the Senior Pastor must sign this form.

***Senior Pastor signature: _____

b) If you are NOT a church staff member, then you must have a staff member whose area will be affected sign this form. If you are uncertain whose signature you need, ask the Senior Pastor.

***Church staff member signature: _____

c) Capital improvement grants are grants that affect the building, grounds, vehicles, maintenance, etc of the church. If you are requesting a capital improvement grant, the trustees chairman must sign off on the application. Please contact the trustees ASAP to give ample time for review.

***Chairman of the Trustees signature: _____

_____ Project has been approved by the trustees.

_____ Project is currently under review. Please explain why:

3. If money is needed on an ongoing basis or if several sales are needed to obtain the total amount for the project, please write “ongoing” in the space asking for due date of the project. Be sure to give a detailed account of the project timeline.

4. Please be thorough and attach anything that may help us make a decision – include pictures, diagrams, similar projects done elsewhere, etc.

5. Applications must be turned in **on time and complete** to the grants@covenantconsign.com email address AND a paper copy must be placed in the “Consignment Sale” mailbox outside of the church office. Grants are due April 10th for the spring sale and October 10th for the fall sale. This page, complete with signatures, must be included.



Covenant's Kids Consignment Sale Grant Application:

Project Title: _____
Contact Person(s): _____ Phone: _____
Signature: _____ Signature: _____
*Signatures of all contact persons required*E-Signature Acceptable*
Main Contact email address: _____

Total Cost of Project: _____
(If needed, attach a separate sheet with cost analysis and detailed breakdown of expenses.)

Please provide a description of the project in the space below. Include what individual or group is in charge of the project:

Please list vendors or persons involved (attach any pertinent information):

Please give project timeline, with start and end dates. If the project cannot be completed in one grant cycle, please put "ongoing" in this space.

How will this project directly benefit the children of our church? How many?

How will this project directly benefit the children of the community? How many?

Are there any other groups or committees that will be affected by this project? Has proper communication been set up? How so?

If this project provides a benefit to a group outside of Covenant Church (ex: Backpack Ministry, VBS, Ward Street, etc) AND has been done before, please provide a summary of previous results and previous contact information from that group. How many children benefitted from the previous project? How much was spent on the project and when did it occur?

Is money coming from any other sources for this project? If yes, from where? What other fundraising efforts have occurred or are planned? What is your current balance of funds raised?

Was funding for this project covered by the church budget in the past? If yes, has the funding been cut partially or completely this year?

Checklist for grant application:

- Grant Application filled out completely
- Signature of all required parties
- Vendor information (if applicable)
- Attachments Included
- Application scanned into ONE document (if submitting digitally)
- Complete paper copy submitted to Consignment Sale mailbox