

GREENOUGH CHURCH EDIFICE ASSOCIATION

Portland, Maine – Founded 1872

“serving American Baptist Churches in the State of Maine”

Application for Financial Assistance

I. Eligibility:

The applicant church must be a current member of the American Baptist Churches of Maine, listed in the annual Handbook.

II. Restrictions:

Grant monies must be used solely for land or building purchase, construction, improvement or equipment costs, and not for maintenance or operating budget.

If a project is designed in phases extending over greater than one year, a new request must be submitted annually.

III. Deadline for submission:

Grant Request applications must be **received by January 15** for consideration at the February Annual Meeting of the Greenough Trustees.

IV. How to submit a Request for Financial Assistance:

A. Use this Application Form available via the Internet, at www.greenough.org.

- 1) Complete Page 2 of this form by typing the necessary information on your computer. You may use “TAB” to move to the next field.
- 2) Print the form, and a second copy for your records, and post it to:

Mr. Mark Johnson, Secretary Greenough Church Edifice Association 50 Wall Street Portland, Maine 04103	email: mjohnson@greenough.org All requests will be acknowledged by email
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3) Alternatively, print the blank form, complete the requested information (typewriter or word processor is preferred), and post the application to the address above.

4) If you wish additional confirmation of receipt, include a **pre-addressed stamped postcard**.

B. You are **not required to use this Application Form**.

You may send a traditional letter to the address above that includes:

- A detailed description of the project(s),
- An estimate for all costs of the project(s),
- A report on the amount of money collected or pledged to date, and
- The name, address, telephone number, and email address of a contact person for future correspondence.


However, use of the Application Form is the safest way to assure that all the necessary information is present to consider your church's request. It also gives you a copy of the completed application for your records.

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Application for Grant

Date:	
Name of Church:	Contact Person/Project Coordinator:
Church Mailing Address:	Address:
City: ME ZIP	City: ME ZIP
Telephone:	Email address:
Best Day/Time to Call:	Telephone:
	Best Day/Time to Call:
Detailed Description of Project(s): <i>(attach additional sheets if necessary)</i>	
Cost Estimates:	
Dollars Collected or Pledged to Date:	
Mail the Completed Application to:	 Mr. Mark Johnson, Secretary Greenough Church Edifice Association 50 Wall Street Portland, Maine 04103 email: mjohnson@greenough.org