

Brookwood Baptist Church

Missions Budgeting Request Form 2021-2022

For 2021-2022, the **Annual Mission Project Report** form for the previous year (highlighting the mission activities, participants and results) must be included with the new **Mission Budgeting Request** form.

Statement of Understanding when applying for funding

Mission Team Budgeting Requests should consider the following important statements:

- The Missions Coordinating Team must receive a written request **no later than Sunday January 31, 2021.**
- One or more members of Brookwood, or a standing church committee, must sponsor and participate in the mission project.
- The sponsor(s) agree to submit a detailed written **Annual Mission Project Report** to the Missions Coordinating Team reporting on the status of the previously supported mission activity with the request for new funding.
- The financial commitment is for one year only.
- The mission project should reflect the mission priorities of Brookwood Baptist Church as outlined in the cover letter.
- BBC members with “boots on the ground” may get preference over projects with only board member involvement.
- BBC should preferably have been onsite in the past 12 months
- The number of active BBC members involved with the ministry may be considered.
- A key element to include is the total budget of the organization to which we are giving and the percent of the budget that we are supplying to that organization/ministry.
- If a request receives other funding from BBC, that source of funding and the amount of funding must be included in the request.
- Stipends for Brookwood members to defray the cost of the trip will be a maximum of \$500.
- Any remaining funds from any mission trip or project will revert back to the Missions Coordinating Team for re-allocation. A request to utilize remaining funds must be submitted in writing to the MCT.

I have read and understand these guidelines.

Mission Sponsor(s)

Date

Missions Budgeting Request Form 2021-2022

(Use additional pages as necessary to provide adequate details)

Church Member Sponsor(s):

Nature of this Request: BBC Sponsored Mission Partnership Mission partially funded by BBC

Name of Mission: Firehouse Shelter

State Purpose of Mission:

If Partnership Mission, Attach their Mission Statement

Anticipated Date(s) of Mission: Amount Requested: \$

How will the funds be used? (*provide details*)

Anticipated number of BBC members participating in the mission: _____

Frequency of Payment: Monthly Quarterly Annually As Needed

Who will be authorized to receive funds for this mission?

Current Sources of Funding Other than BBC for this Mission:

What % of Mission's funding is from BBC?

Current BBC Involvement: (*specify name(s) of church member(s) who actively participate and explain the extent of their involvement*)

Request Submitted by: _____ **Date:** _____

Please complete this form and email a copy to Mary Jane Dillard at maryjaned@brookwood.org or, you may mail it or deliver it to the church at 3449 Overton Road, Birmingham, AL 35223. If you have questions, please call 205-967-0441.

ANNUAL MISSION PROJECT REPORT

(Use additional pages as necessary to provide adequate details)

The **Annual Mission Project Report** from the previous 12 months should be prepared by the mission sponsor and be included with each year's budget request form. (*A request for funding for a new mission will not need to include a completed **Annual Mission Project Report** form*).

Directions: Please complete this form and email a copy to Mary Jane Dillard at maryjaned@brookwood.org. You may also fax it to 205-967-0481 or mail it to the church at 3449 Overton Road, Birmingham, AL 35223. If you have questions, please call 205-967-0441.

Name of Mission Project:

Name of Contact Person:

Phone:

Email:

Number of BBC Members and Non-Members Involved:

Number of Professions of Faith:

What activities were completed during the year?

Please describe and specify name(s) of BBC member(s) involved and extent of involvement:

Have there been any changes to the funded project from what was submitted in the original request? yes no

If Yes, please describe:

List the next steps scheduled for the funded mission project:
