

\_\_\_\_\_ CHURCH  
**MISSION BUDGETING REQUEST FORM FOR 20\_\_**

**REQUESTS FOR CONSIDERATION FOR BUDGET YEAR 20\_\_ SHOULD BE SUBMITTED TO  
THE \_\_\_\_\_ CHURCH OFFICE NO LATER THAN \_\_\_\_\_, 20\_\_.**  
**MAIL OR FAX TO \_\_\_\_-\_\_\_\_-\_\_\_\_\_**

**MAIL TO \_\_\_\_\_**

The Mission Budgeting Team (MBT) will consider submissions that meet the following criteria:

1. The MBT must have received a written request for support;
2. One or more members of \_\_\_\_\_ or a standing church committee must sponsor the mission project;
3. The sponsor(s) must agree to submit substantive written quarterly reports to the \_\_\_\_\_ concerning the status of the supported mission activity;
4. The mission project must have the involvement of \_\_\_\_\_ members and/or \_\_\_\_\_ support; and
5. The financial commitment shall be for one year only. Exceptions to this condition shall be individually presented to and approved by the church.

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Church Member/Committee Sponsor(s) \_\_\_\_\_

Organization's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Organization's Mission Statement \_\_\_\_\_

Anticipated Date of Mission (monthly, quarterly, yearly) \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

Intended Use of Funds \_\_\_\_\_

Current Sources of Funding \_\_\_\_\_

Current \_\_\_\_\_ Involvement \_\_\_\_\_

Other Comments \_\_\_\_\_

Request Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Please continue on subsequent page to complete the **PROJECTED MISSION BUDGET**.

## PROJECTED MISSION BUDGET FOR 20\_\_\_\_

Name of Project/Mission \_\_\_\_\_

Dates (If Applicable) \_\_\_\_\_

Contact Person(s) \_\_\_\_\_

Phone(s) \_\_\_\_\_ Email Address \_\_\_\_\_

Complete this form in its entirety as pertinent to your particular mission project. If you wish, you can attach a budget narrative that identifies and briefly describes by line item all anticipated project income sources and expenditures. Include a description that explains the project budget and provides specifics as to how the funds will be used.

Each funded mission project will be required to submit **QUARTERLY REPORTS**. Forms are available on the church website at [www.](http://www.)\_\_\_\_\_

REVENUES	BUDGETED
Church Mission Funding	
Participant Fees (If any)	
Private Contributions	
Corporate Contributions	
Other:	
Other:	
<b>GRAND TOTAL</b>	

EXPENDITURES	BUDGETED
Site Visit (Preliminary Trip)	
Team Meetings	
Team Travel	
Airfare (Coach Rate)	
Charter Bus	
Church Bus(es)	
Lodging	
Travel Visas (if applicable)	
Supplies and Materials	
Pharmacy	
Durable Medical Supplies	
Dental Supplies	
Eye Team Supplies	
Onsite Misc. Expenses	
Team Shirts (if included)	
Construction Materials	
Construction Permits	
Shipping Costs	
Other:	
Other:	
Ministry and Evangelism	
Children's Ministry	
Tracts, Booklets, Evangecubes, etc.	
Photography Expense	
Scholarships	
Stipends	
Miscellaneous Expenses	
<b>GRAND TOTAL</b>	