

Evangelism Funds

GUIDELINES

Seventh-day Adventist Church™

North New South Wales

Conference Evangelism Funds **Guidelines**

Conference evangelism funds are offered to local churches of the NNSW Conference to support **intentionally evangelistic** projects.

It is important to note that grants may be approved for up to **75% of the total project costs**. The local church must demonstrate that they have 'skin in the game' by contributing a minimum of 25% of all project costs. **Receipts must be shown for these expenses** as well as expenses you are claiming.

It is also important to note that Evangelism funds **will not reimburse the GST** amount, seeing as individual churches can **claim this back in the monthly GST report**.

All programs must demonstrate the following aspects to qualify for funding

Message

There must be a gospel message component in each session or presentation.

Decision

It is vital that an opportunity be given to make a decision for Christ to accept Jesus in some way.

Follow Up

It is vital to carefully plan to follow up on decisions made, as part of the overall evangelism strategy.

Types of Programs Funded

- Bible-based outreach, such as:
  - Public evangelism
  - Seminars (i.e. Daniel, Revelation)
  - Bible study lessons
  - Video evangelism
  - Small group evangelism
  - Digital evangelism
  - Social media evangelism
- Signs outreach and ministry
- Global mission projects
- Children's evangelism

Conference administration will consider all requests that fall outside these examples on their individual merits.

Types of Programs no longer approved

- Proposals from schools or universities
- Bible workers and local mission volunteers

Types of Programs that may not be approved

- Family Seminars
- Health Seminars
- Written and audiovisual resources for outreach produced by Non Adventists
- Concerts
- Displays at shows
- Welfare programs
- Special Religious Education (SRE) in schools
- The purchase of sound, computer or video equipment. Local church funds support these.

Projects that do not directly gain decisions for Christ must demonstrate a step-by-step plan that will lead to decisions in order for funding to be approved.

Applying for Funds

Step 1

Lodge an ***Evangelism Funds Proposal*** with the Evangelism department at any time throughout the year.

- You should receive a response within fifteen business days from the date your funding application was received.
- Proposals will be considered based on merit, how much funding has been given to your church in recent years, and the amount of funds already promised out for the financial year.
- If you require 50% of approved funds before you begin your project, please tick the box in the proposal form. Your church will receive these funds into your church account to be used for this project. After your program, you may then claim the rest of the approved funds, keeping in mind that if less is spent in the project, we can still only provide up to 75% of all project costs.

Step 2

AFTER your proposal has been approved, pay for evangelism efforts from the local church bank account and save all invoices – including those you want reimbursed as well as those to show you have put in 25% of project expenses.

- Highlight the pre-GST amount, as reimbursements will not include the GST amount.
- Please do not send invoices for us to pay. Please pay first and we reimburse in the next step.
- Please do not send invoices in one by one – they must all be together in step 3.

Step 3

- After the Evangelistic effort is finished and paid for, lodge a 'Claim for Evangelism Funding' form with all invoices attached – including those you want reimbursed as well as those to show you have put in 25% of project expenses.
- Send completed form to Kate Garriga at: kategarriga@adventist.org.au
- Claims based on actual expenditure incurred can be made to the Evangelism Department **no later than 2 months** after the end of the program date you specify on the proposal. If your claim date is close to June 30, please try to send in paperwork by June 15.

It is not incumbent on Evangelism Department to remind you to submit your claim and receipts by the deadline.

General Information

- The maximum amount of evangelism funding an individual church may receive in any 12 month period is $40,000.
- Approved grants may be provided up to a maximum of 75% of the total project costs.
- Please notify the Evangelism department if your church does not end up using the approved funds. This is so that the funds can be reallocated to other churches and/or projects.
- Up to 50% of your project's budget can be forwarded to you in advance. First come, first allocated, until unavailable.

FAQs

Q. What should we do if our funding application is approved but we decide we need to change our plans for the use of the funds?

A. If the new direction of your project is still evangelistic in nature, your claim for funds are likely to be approved, but please contact the evangelism department for authorisation: phone: (02) 4951 8088, email: kategarriga@adventist.org.au.

Q. Can we apply for funding for seed sowing ministries?

A. Yes if seeds are being sown and if the ministry is intentionally evangelistic, has a spiritual component, and is being used to invite people to a Bible-based ministry.



Evangelism Funds

PROPOSAL FORM

Seventh-day Adventist Church™

North New South Wales

Evangelism Funds **Proposal Form**

Name of Church

Pastor/s

Your Name

Briefly outline your Evangelism Proposal

Briefly outline the objectives of each effort

Preparation steps you plan to take

Briefly outline previous year's evangelistic activity and results



Evangelism Funds

CLAIM FORM

Seventh-day Adventist Church™

North New South Wales

Evangelism Funds **Claim Form**

Name of Church

Description of Evangelism Program/s

Has the evangelism event concluded? ☐ **Yes** ○ **No**

Budget/Expenditure

Please outline a summary of costs **excluding GST**. If the event has concluded, please attach copies of receipts with this form. If you are claiming for multiple programs (or if it is a large claim with many receipts) please also provide a list of amounts of each receipt (less GST) and a total amount being claimed for each program (use another page if necessary). **Please bundle copies of receipts for the same program together (if multiple programs are being claimed for).**

ⓘ *If you are requesting the first 50% of your allocated Field Evangelism Funds and you have already completed a proposal you are not required to complete the section below.*

Total Costs	
Total Evangelism Funds your church is requesting	

ⓘ *Please note that up to 50% of your program's budget can be forwarded to you in advance. Please state the amount of funds you would like released at this time.*

Approvals

Date approved by the Church Board

Signature of Treasurer

Signature of Minister

Date / / **Date** / /

Name and contact details of person completing this form

Budget **Request**

Name of Church

Expenditure

Venue

Advertising

Miscellaneous (please detail)

Total Costs

Income

Please note: If you receive funding from another department in the NNSW Conference, ie ADRA or ACA, that amount must be written here and considered part of the 75% you receive all up for this project.

Income received towards project from other NNSW Conference Departments — From / From / From

Local Church Contribution *(Approx. 50% but no more than 75%)*

Must be approved by church board **Yes**

Total Income from other departments

Conference Funds you are Requesting *(up to 75% of total costs)*

Program **Details**

What plans do you have for following up interests?

Program commencement date: / /

Program end date: / / *Please note: You have 2 months from this date to claim funds.*

How many events/programs will be conducted in this time frame?

Who will be presenting the Word of God?

Where is the program to be conducted?

Has the Evangelism Proposal been presented to your Church Board? Yes No

Please briefly outline the response of your Church Board

Do you require 50% of the approved funds in your church bank account before you begin the project? Yes No

Please keep in mind that you can claim the other 50% after your claim is complete. Please also note that if less money is spent in the project, we can still only provide up to 75% of all project costs.

Is your program (please check at least one)

Sowing Reaping Follow up

Office Use Only

Date Received / / **Date Approved** / /