

Ministry Funds Request Form



Ministry Name:

Ministry Leader:

Contact Number:

Email:

Date Submitted:

1. Purpose of Budget Request

(Briefly describe what the requested funds will be used for — event, outreach project, ministry materials, etc.)

2. Event or Project Details

- **Event/Project Name:**
- **Date(s):**
- **Location:**
- **Expected Attendance:**
- **Description:**

3. Requested Amount

- **Total Amount Requested:** \$ _____
- **Date Funds Needed By:** _____

4. Expense Breakdown

(Provide an itemized list of anticipated expenses. Add lines as needed.)

Expense Item	Description	Estimated Cost (\$)

Total Estimated Expenses: \$ _____

5. Previous Year's Budget (if applicable)

- **Budget Received Last Year:** \$ _____
- **Actual Amount Spent:** \$ _____
- **Difference (Over/Under):** \$ _____

1. Funding Source

- ☐ Requesting Full Funding from Church Budget
- ☐ Ministry will contribute part of the cost
 - **Amount from Ministry Funds:** \$ _____
- ☐ Event Funded by Donations/Fundraiser
 - **Expected Amount Raised:** \$ _____

7. Approvals

- **Ministry Leader Signature:** _____ **Date:** _____
- **Ordained Pastor / Ministry Oversight**
Approval: _____ **Date:** _____
- **Finance Committee/ Church Representative**
Approval: _____ **Date:** _____

Please submit completed form to ministry's assigned ordained minister FIRST and then to cpbbcministries@gmail.com for approval.