



## Church Ministry Funding Request Form

Required for all requests over \$300

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### Ministry Information

- Ministry Name \_\_\_\_\_
- Ministry Leader \_\_\_\_\_
- Email \_\_\_\_\_
- Phone Number \_\_\_\_\_

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### Request Details

- Amount Requested \$ \_\_\_\_\_
  - Date Funds are needed by \_\_\_\_\_
  - One time Request or Ongoing Expense? \_\_\_\_\_
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## Purpose of Funds

Please clearly describe what the funds will be used for how this expense supports the mission of the ministry and the church.

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## Budget Breakdown

Provide an itemized list of expenses

Item Description	Vendor (if applicable)	Estimated Cost
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## Additional Information

Have these funds been requested before? YES or NO

If yes, please explain \_\_\_\_\_

Are there alternative funding sources available? YES or NO

If yes, please explain \_\_\_\_\_

**Ministry Leader Approval**

I confirm that the information provided above is accurate and that this request aligns with the goals and mission of the ministry

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

**Finance Team Use Only**

**Approved Amount \$** \_\_\_\_\_

**Approved status**    Approved                  Denied                  Deferred

**Finance Representative Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

\_\_\_\_\_

Please submit this completed form to the Finance Team for review. Requests over \$300 will not be processed without approval.