



July 14, 2017

To: Board, Committee, Ministry Leaders

Subject: Requests for Funding CY 2018– **Due September 13, 2017**

Greetings Brothers/Sisters in Christ:

It is amazing what God is doing in 2017!! On behalf of Pastor Jesse Grice, we are so grateful for you and your support that keeps it all going!! From the implementation of our new mission statement, your outstanding support of the Spiritual Renewal to an awesome VBS that blessed our children and the community!!! You are a blessing and we love and appreciate each of you.

Budget is one of the many areas we must consider if we are to continue to move forward in the coming year. Your budget requests for Calendar Year (CY) 2018 must be submitted not later than **Wednesday September 13, 2017** (forms attached). If you need current year-to-date expense information for your ministry, please contact me. Form 1 is for Project/Events, Form 2 is for Equipment, Travel and Training Costs. The forms are available on the web site: www.truevinesa.org

Please submit your request for funding by e-mail to gwen.edwards@truevinesa.org ; or fax to 210 509-6322; or mail to 435 S Ellison Dr., San Antonio, TX 78245.

This request is in accordance with Article VI, Church Meetings, Section 3a (2) of the Constitution and By Laws. A copy is available in the church office for your review.

Please note: you must reapply for funding for the new calendar year. Please let me know if you have questions or concerns.

Respectfully,

-Signed-
Sister Gwendolyn Edwards
Church Business Administrator

2 Atchs Budget Request Forms – Budget 2018



BUDGET REQUEST FORM 1– Budget CY 2018 (Please use additional sheets as required)

Ministry Name: _____

Point of Contact: _____

Email _____ Contact # _____

NOTE: REQUESTS FOR EQUIPMENT, TRAVEL AND/OR TRAINING MUST BE SUBMITTED ON SEPARATE FORM. SEE BUDGET REQUEST FORM #2

PROJECT/EVENT DESCRIPTION (Provide a general overview of project or event, what is it, why is it important?)

AMOUNT REQUESTED/DATE REQUIRED

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BUDGET REQUEST FORM 2– Budget CY 2018 **EQUIPMENT, TRAVEL, TRAINING** (Please use additional sheets as required)

Ministry Name: _____ Point of Contact: _____

Email _____ Contact # _____

Item (Note each individual item)	Quantity	Estimated Cost & Resource	Deadline to Purchase	Reason for Purchase (New, Replacement, Upgrade)	Remarks

Training/Event	Proposed Dates	# Attend	Estimated Cost	Deadline to Purchase	Reason for Training

Gas/Mileage Reimbursement	Flight Cost	Dates of Travel/Flight	Hotel Cost	Dates of Hotel Stay	Remarks

PLEASE BE PREPARED TO PROVIDE ADDITIONAL INFORMATION AS REQUIRED.