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MINISTRY PLANNING

FOR CALENDAR YEAR: _____

NAME OF MINISTRY/EVENT	NAME OF LEADER/ORGANIZER
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Ministry Profile/Goals

WHY DOES THIS MINISTRY EXIST? (One sentence)	
What is/are your PRIMARY OBJECTIVE(S) for this ministry/event? <i>(List one to three)</i>	How will you and your team achieve these objectives? <i>(Please use point form)</i>

Budget Request

Itemize separately all expenses your ministry expects to incur during the coming calendar year.

ITEM/EXPENSE	CATEGORY (see below)	ANTICIPATED DATE	ESTIMATED COST
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$

TOTAL	\$
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EXPENSE CATEGORY EXAMPLES & INSTRUCTIONS

- Advertising/Publicity** Ex. Social media ads, print ads, etc.
- Awards/Gifts/Incentives** Ex. Volunteer appreciation, etc.
- Dues/Subscriptions** Ex. Annual fees, CCLI, web hosting, etc.
- Facility Expenses** Ex. Location rentals, etc.
- Furnishings/Supplies** Ex. Soccer balls, kitchenware, etc.
- Guest Fees/Honoraria** Ex. Presenter, performing groups, petting zoo
- Meals/Food** Ex. Prayer breakfast, Agape Feast, etc.
- Ministry Resources** Ex. Books, DVD’s, Curricula, etc.
- Office/Art Supplies** Ex. Decorations, crayons, glue, etc.
- Other** *For expenses that don’t fit other categories*
- Promotions** Ex. Branded items, T-shirts, banners, etc.
- Travel** Ex. Fuel, hotel, airfare, car rental, etc.
- Workshops/Training** *Specify # of people, days, registration fees*

NOTES:

If you will be using the **church van**, please **include fuel costs** as a travel expense.

Tickets and entry fees for recreational events, unless pre-approved by the Board, **will not be subsidized** using church funds. Ministry leaders are encouraged to solicit donations or conduct fundraising efforts to defray such costs.

Volunteer appreciation is limited to a value of \$30/person annually, and does not include family members.