

Information and Instructions for the ‘Request for Funds from the Dakota Baptist Convention’ Form

This form is designed to streamline the process of requesting funds for your church from the Dakota Baptist Convention (DBC). Please take the time to fill the form out completely.

Understand, the more information about your event you can give, helps us greatly in our response to your request. Please state as clearly as you can your reason(s) for the request. Share clearly how your request relates to strengthening your church or sharing the Gospel or church planting activity. If it is an evangelistic or outreach or church planting event, share as clearly as you can how you will conduct follow-up with this event / activity.

1. Please list the Name of the Church that is making the request
 2. Please list the name of the person filling out the request.
 3. Please list the email of the person that is making the request so we can reply with information.
 4. Please list the best phone number, in case we need to call you.
 5. Please list the date that you are filling out the request. We need this for our records to track how much time it takes from start to finish.
 6. Please list the date that your church will need the funds. You can request the funds as early as you think is possible and it will help us to make sure that if approved you will have the funds in an appropriate time.
 7. Please list the total amount that will be required for the project. This is NOT the amount you are asking the DBC to help with.
 8. Please list the reasons for the request. EX: We want to make our church more known in our community and we are doing a community picnic.
 9. Please list how this relates to one of the categories listed. EX: We want to share the gospel in our community and we will be doing share Jesus without fear as our model and we will be engaging on a door-to-door basis.
 10. Please share how you will do follow-up. EX: We will register each person with name address, phone number and email. We will then write each person a letter within the first 5 days of the event and then we will visit each person within 2 weeks of the event.
 11. Please tell us how you plan to use the funds. EX: we will be buying food for the event. We will be buying postcards and materials to train our folks in how to Share Jesus without Fear.
 12. Please check the appropriate box that best indicates the area that you will be using the funds in.
 13. Please tell us how much of the total cost as listed in number 7 is coming from the local church, outside sources and the local association.
 14. Please tell if you are partnering with the local association and how they are working with you.
- You will receive a notification that your request has been received.

- Within two-four weeks from the date of submission, you will be notified about the status of the request: fully approved / partially approved / or not approved.
- It normally takes the DBC 4-6 weeks from the date of the request to get the approved funds to your church.
- Since we are on a reimbursement system for NAMB Evangelism Funds, you will need to agree to provide receipts to the DBC for any evangelism funds. These receipts will need to be mailed to the DBC office (PO Box 549, Rapid City, SD 57709) within 309 days of the event(s).

If you have any questions about filling out the form, please call Buck Hill at 605-354-4101 or the DBC office at 605-716-0130.