

Northern Ohio District of the Church of the Brethren  
**Hottle Memorial Fund Grant Application**  
**For Operating Funds**

**BACKGROUND:** At the November 14th meeting, the District Board voted that the Hottle Grant requests be expanded to allow **for need-based grants to District congregations for operating funds for up to for the 2021 budget year.** The 10% requirement normally associated with a Hottle Grant is waived for this program. Only one Hottle Grant can be received 2021. The Congregational Commission will have the authority to approve these grants.

**PROCESS:** Complete the attached application and submit to the District Office. The Congregational Commission will contact you as soon as possible to schedule a time to talk with the Commission. If the Congregational Commission approves the application, the Northern Ohio District Office will issue funding, usually within two weeks of the approval.

**NOTIFICATION OF OUTCOME:** The Congregational Commission will contact you by phone or e-mail.

**Please submit applications to:** District Office

**Application Information**

Congregation: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Pastor: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Church Board or Leadership Team Chairperson: \_\_\_\_\_

Phone (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Person Completing the Application: \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

**Grant request Data**

**Operating funds needed (up to \$5000) – to be used by December 31, 2021:**

Category	Amount
Pastors salary/benefits	\$
Utilities	\$
Other (Please list)	\$

**Total Amount Requested:** \_\_\_\_\_

**NOTE: Records must be submitted of how the funds are used. All unused funds must be returned to the Congregational Commission with the above explanation.**

**Pastor's Signature** \_\_\_\_\_

**Chairperson's or Leadership Team (Contact) Signature** \_\_\_\_\_

**Church Treasurer's Signature** \_\_\_\_\_

**OFFICE USE ONLY**

Upon careful and prayerful review the above individual/church request for assistance was:

\_\_\_\_\_ Approved for \_\_\_\_\_ (amount)      \_\_\_\_\_ Denied      \_\_\_\_\_ Returned for Resubmittal

\_\_\_\_\_  
Congregational Commission Chairperson (or Designee) Signature

\_\_\_\_\_  
Date of Action