



# 2018 Budget Request Form

**Due June 8, 2017**

In 2015, the Episcopal Diocese of Western Michigan, under the direction of the Rt. Rev. Wayne M. Houglan, Jr., engaged in a visioning process during which comments and feedback from members of the diocese were offered. The comments were collected and discussed by Diocesan Council, after which the council resolved a list of primary goals for the diocese. They include the following:

1. Reaching our younger generations
2. Caring for creation, our neighbors and our place by supporting programs addressing the needs for food, water, and shelter
3. Seeking to raise up a deacon in each parish as a catalyst for mission
4. Engaging in a process of asset mapping to identify the gifts given us to do God's work.

*This form contains fields, so click your mouse in the space and begin typing.*

**Name of Commission /Committee/Program Budget Line Item** \_\_\_\_\_

Committee/Chairperson Name \_\_\_\_\_

Phone Number (     ) \_\_\_\_\_ - \_\_\_\_\_ E-mail \_\_\_\_\_ @ \_\_\_\_\_

How does your budget request carry out the purpose of your Commission/Committee/Program and support the **primary goals** (listed above) of the diocese?

Proposed ministry programs/events for 2018, and whom it will serve:

## Projected REVENUES & EXPENSES for 2018 (You may attach your own spreadsheet)

### Outside Revenue Sources\*:

*Examples: Fees, Grants, Donations, Sales*

|       |          |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Total Outside Revenues \$ \_\_\_\_\_

**(A)**

### Expenses\*:

*Examples: Honorarium, Travel, Supplies, Education*

|       |          |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

Total Outside Expenses \$ \_\_\_\_\_

**(B)**

**Total Diocesan Budget Request (A minus B) \$ \_\_\_\_\_**

*\*Please list revenues and expenses in as much detail as possible*

# 2018 Budget Request Form, continued

How many times has your Commission/Committee met in the last year? \_\_\_\_\_ times

Has this project received diocesan funding in the past?

Yes  No

*If "no," please skip to the end.*

How was the 2016 funding spent? Give information relevant to underspending or overspending 2016 funding:

Do you feel this Commission/Committee/Program has accomplished its purpose in the past, and/or is it progressing to accomplish its purpose in 2017?

*Please provide detailed examples of accomplishments and/or congregations or individuals served, and suggestions for improvement.*

Please note that no monies will be allocated to the budget unless a Budget Request Form is received by the date due. Please return to my office no later than **June 8, 2017**. If you have any questions please contact me at [tmazure@edwm.org](mailto:tmazure@edwm.org) or (269) 381-2710 ext. 12.

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