



## 1. INTRODUCTION

The Board of General Ministries (BGM) may create task forces and commissions to report to it on matters assigned by BGM. Task Forces and Commissions, hereby referred to as TF/C, are ministries of the BGM, the policy making board for American Baptist Churches USA. These ministries are permitted to raise funds for activities that fall beyond BGM requests for the particular TF/C by applying to foundations and other funding sources for grants. Such requested funds may provide travel and lodging for in-person gatherings of the TF/C members, enhance the social media presence of the TF/C, allow for facilitation of meetings, provide funds professional services, etc. The following set of guidelines is intended to clarify expectations regarding TF/C grant applications and received funds.

## 2. GENERAL GUIDELINES

The TF/C shall appoint a representative from the TF/C to serve as the point person or liaison when pursuing a grant. Raising funds or applying for grants should be made in consultation with an ABCUSA Mission Resource Development member. When making a grant application, the TF/C may apply under the ABCUSA 501c3 federal ID number.

Funds received from successful grant applications may be housed and dispersed through the accounting office of ABCUSA. The accounting office will maintain a copy of the grant application and grant award for recording of the grant activities. Payment requests will typically be dispersed with seven days of receipt of the request. Account balances may also be requested at any time. Budget preparation assistance is also available from the ABCUSA accounting office.

In order to cover the cost of these services, the grant request should earmark 5-10% of the total amount requested for administrative costs.

## 3. CONSULTANCY AND INDEPENDENT CONTRACT WORK

A TF/C may desire to engage the professional services of a consultant or independent contractor as a portion of their grant request. It is highly recommended that the TF/C always define the work in a manner consistent with the guidelines for a consultant or independent contractor as opposed to an employee. A few guidelines that help distinguish this type of work are included below:

- The work should be temporary and contribute to a larger mission of the organization.
- The consultant or independent contractor should have some influence over what is done and should have control over how the work is performed.
- The consultant or independent contractor should be self-employed and should not receive any employee type benefits from the grant.

Consultant/Independent Contractor descriptions should be sent to the Human Resources Office of OGS for review prior to implementation.