

COLUMBIA FOUNDATION (CF) Professional Staff Publishing Support Application and Agreement

To be completed by Applicant (then send to Columbia Foundation; email: <u>contact@columbiafoundation.net</u>):

Applicant's Name: _

Date of Application: _____

Applicant's Position with Columbia Baptist Church (Church): _____

Brief Summary of Proposed (Self-)Publishing Activities (to include description of educational materials, expected expenses incurred, projected sales, time period for activities, and requested amount of advance funding):

To be completed by the Foundation:

This Agreement is made between ______ (Applicant) and the Columbia Foundation to establish an Advance Funding Account as described in the *CF Professional Staff Publishing Support Policy and Procedures*, CF-POL-5, and as amended (Program).

1) The maximum amount of funding available to the Applicant under the Advance Funding Account for purposes as described in the Program (to fund research, writing activities, and [self-]publication costs so that the author's works can be marketed and generate funds from the

sales that are then be used to replenish the balance available in the Account for future self-publishing activities) is set at: _

2) The date by which any unreimbursed balance remaining in the Advance Funding Account for the Applicant must be paid back to the

Foundation by the Applicant, the Expiration Date, is set as: _

Agreement

The Applicant expressly agrees:		
1)	Any funds provided by the Foundation to the Applicant under this Program will be used solely in accordance with the stated purpose for the Program and the Applicant will provide written documentation, as requested by the Foundation, to demonstrate the prop- use of the funds received.	
2)	Reimbursement to the Foundation of any outstanding balance of the Advance Funding Account on or before the Expiration Date, other date established in writing by the Foundation in accordance with the Program, will be made.	
3)	Any outstanding advance funding will be fully due and payable upon request by the Foundation prior to the established Expiration Date due to:	
	i) Failure by the Applicant to demonstrate reasonable progress has been made towards completion of any materials for publication during annual reviews; or	
	 ii) The termination of the professional staff member from employment by the Church for any reason whatsoever; or iii) Failure to provide requested written documentation, as requested by the Foundation and satisfactory to the Foundation, th demonstrates the proper use of the funds received. 	
4)	Any portion of the Advance Funding Account (up to the limit) may be requested at any time by presentation of documentation showing the amount and purpose for the funds to the Foundation's Treasurer, who, upon review and approval, will then provide check to the Applicant.	
5)	The Applicant will provide to the Foundation an annual written summary of the Applicant's publishing activities, expenses incurre income received from the publishing activities, and prospective plans for the next year.	
6)	Upon request by the Board, the Applicant will make copies of any published materials funded by this Program available to the Foundation for review.	
Signed:		
Applica	ant Date Board Officer for the Columbia Foundation Date	