



## **IMISSION PROPOSAL REQUIREMENTS**

## Checklist

Project Owner	АМТ	iMission Project Requirement
		Each iMission project must demonstrate it will be sustainable in the long term and be able to cover any loan/investment charges made.
		Corporate Essentials
		In order for a proposal to be considered the following corporate documents will be required to be submitted:
1 2 3 4 5 a b	1 2 3 4 5 a b	<ol> <li>Certificate of Incorporation</li> <li>Constitution</li> <li>Board Minutes of last year</li> <li>Financial Audit of previous two years</li> <li>Board of Governance         <ul> <li>Names of Directors (should be more than 3)</li> <li>Director Profiles – Qualifications, Experience</li> </ul> </li> </ol>
		Proposal Essentials
		Your iMission proposal should include the following sections:
1 2 3 4 5 6 7 8 9 a b	1 2 3 4 5 6 7 8 9 a b c	<ol> <li>Business Description</li> <li>Business Plan</li> <li>Cash Flow Plan (5 years or life of loan/investment)</li> <li>Amount and timing of Loan/Investment</li> <li>Surplus Investment Plan</li> <li>Asset Register - including cash balances</li> <li>Property Title</li> <li>Bank Details</li> <li>References         <ul> <li>Personal for each Director</li> <li>Local Church</li> <li>National Body (if any)</li> </ul> </li> </ol>
		Project Implementation
1 2 3 4 5	1 2 3 4 5	<ol> <li>Site Visit</li> <li>Appointment of iMission Mentor</li> <li>Compliance documents signed</li> <li>Project agreement signed</li> <li>Project commences</li> </ol>