



St. John's United Church of Christ

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2019 Charity Reserve Committee Grant Application and Guidelines Introduction

St. John's United Church of Christ is initiating a program in 2019 to distribute some of our investment earnings to local charities. We plan to award several grants to selected recipients, not exceeding \$5,000 each, at the end of this year. If your charity is interested, and is qualified to receive one of these grants, please review the following application guidelines, complete the application form, and forward it to St. John's United Church of Christ ATTN: Charity Reserve Committee in Burton, Texas before June 30, 2019.

ST. JOHN'S UNITED CHURCH OF CHRIST

GRANT APPLICATION GUIDELINES

Fundamental Objective:

The fundamental objective of the St. John's United Church of Christ Charity Reserve Committee, is to provide recommendations to the church council for financial support to organizations complying with the 501(c)(3) status, further enabling them to serve lives through the love of God.

Grant Eligibility:

- All organizations must be tax exempt under Section 501(c)(3) of the Internal Revenue Code.
- A significant use of the grant must be applied in the local area. This being in the following counties:
 - Austin, Bureson, Brazos, Fayette, Grimes, Lee, Waller, and Washington counties
- Grant requests for the following purposes will NOT be considered:
 - Annual or special-event fundraising activities
 - Capital campaigns
 - Endowment growth
 - Debt reduction

Special Considerations:

Special considerations will be given to organizations that will use the funds for the following:

- Relief of the poor, distressed, or underprivileged
- Promoting public safety
- Defending human rights
- The advancement of education
- Specific projects oriented toward mission or ministry intended to further the Kingdom of God
- Requests for grants that will significantly impact an organization's ability to fulfill its overall mission, project, or ministry
- Projects that show Christ's love to the community, including by not limited to, areas of social service, Christian education, or spiritual growth outreach
- Projects that empower people, rather than enable them
- Applications submitted on or before the deadline with full and complete information, including all requested supporting documentation

Grant Application Guidelines:

- As primary objectives, the activity or organizational mission and goals must reflect the desire to serve others through God.
- The grant writer must be actively and personally involved in the activity or organization for which the funds are requested.
- St. John's UCC Charity Reserve Committee, may request a site visit or personal interview with representatives of an organization that has submitted a grant proposal.
- Applicants should not contact the St. John's UCC Charity Reserve Committee or Church Council members during the application review period. All questions or updates should be directed to stjohnsburton@gmail.com

Grant Approval Process:

St. John's UCC Charity Reserve Committee, awards grants only once each year as the result of a formal proposal process. Grant Application forms and instructions are available at the St. John's UCC Office, 516 Colorado Street, Burton, TX or online at stjohnsburton.org under the Outreach tab. Contact the church office: 979-289-2485 to obtain an application by mail.

- 9 copies of the Grant Request must be returned by **June 30th** via US Mail or another mailing service (FedEx, UPS, etc) to St. John's United Church of Christ. Electronic submissions WILL NOT be accepted.
- An acknowledgment will be sent via email upon receipt of the application
- Questions should be directed to stjohnsburton@gmail.com
- Grant requests are considered by the Charity Reserve Committee of St. John's UCC.
- The Charity Reserve Committee recommends proposals to the Church Council for approval.
- By December 1st, the Church Council makes the final selection of the grants that will be awarded and the Charity Reserve Committee will notify all applicants of the results.

Award Recipient Accountability:

All recipients will be asked to confirm that grant funding was used for its intended purpose within six months of receipt of the award. Additionally, all recipients will be asked to provide St. John's United Church of Christ Charity Reserve Committee with a brief narrative explaining any impact the grant has made on the organization, its members, or the surrounding community within one year. Failure to provide the requested statements of accountability in a timely manner may impact consideration for future grants.

“If anyone has material possessions and sees his brother in need but has no mercy on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with action and truth.”

1 John 3:17-18

**St. John's United Church of Christ Charity Reserve Committee
GRANT APPLICATION FORM**

Background Information:

Request Date: _____ IRS Tax Exemption Classification: _____

Legal name of the Organization: _____

Address: _____

Email: _____ Telephone: _____

Contact Person: _____ Title: _____

Mission Statement of the Organization:

_____ Year Formed: _____

Estimated number of active volunteers in the past year: _____

Estimated number of hours volunteers worked in the past year: _____

Amount requested in this proposal: \$ _____

Describe the specific activity that the requested funds will be used for: _____

This grant is being submitted with the authorization of the Board of Directors. **Please attach a list of current board members with this application.**

Board President Name: _____

Signature: _____ Date: _____

Number on your Board: _____ Average number of board meetings per year: _____

Has your Board adopted a:

Strategic Plan Yes ____ No ____

Conflict of Interest Policy Yes ____ No ____

Financial Information:

Current Overall Operating Budget: _____

From your most recent financial audit or IRS Form 990 for the year ending __/__/__:

Current Sources of Funding:

Federal \$ _____ Corporate \$ _____ Annual Gifts \$ _____ Fees \$ _____

State \$ _____ Foundation \$ _____ Endowment \$ _____

Local % _____ Events % _____ Investment % _____ Other % _____

Total amount of funding: \$ _____

Amount of operating expenses for:

Direct Services \$ _____ Fundraising \$ _____ Management \$ _____

Balance Sheet Items:

Current assets: _____ Current Liabilities: _____

Total assets: _____ Total liabilities: _____

Net assets: _____

Is your organization involved in any currently pending litigation? Yes ____ No ____

If “yes” please explain: _____

Narrative Information

Please provide the information in the order listed below. Use no more than 4 single-spaced pages.

1. Describe how your organization’s mission aligns with the St. John’s UCC Charity Reserve Committee, mission, “Serving lives through the love of God”.
2. Describe your current programs and activities emphasizing achievements within the last two years.
3. Describe how this grant will be used and the needs or problems that will be addressed.
4. Describe the project goals and objectives, the program methodology, staffing plans, and any anticipated collaboration with other agencies or organizations.
5. Describe your criteria for success and explain how you will measure the effectiveness of your activities.
6. Describe the results you expect to achieve by the end of the funding period.

Required Attachments

1. Your organization must be tax exempt under IRS 501(c)(3). You must attach a copy of your IRS Permanent Ruling Letter with your Employer Identification Number.
2. In certain situations, additional information may be required as attachments.

Submission

1. **10 copies** of the Grant Request Form and all attachments are required to be submitted. Please do not staple or bind the sets together . Copies shall be 3-hole punched.
2. Grant Application Forms must be submitted to St. John’s United Church of Christ, Attn Charity Reserve Committee, 516 Colorado Street, Burton, Texas 77835 or mailed to St. John’s United Church of Christ, Attn Charity Reserve Committee, P O Box 180, Burton, Texas 77835.