

**Funding Guidelines for Local Community Outreach Grants 2017:**

*Inspired by God’s love, Village Presbyterian Church dedicates time and over $1 million annually to mission work particularly in areas focused on homelessness, hunger and childhood education. We partner with organizations in Kansas City and throughout the world with a goal of transforming lives in a sustainable way.*

The Mission Committee of Village Presbyterian Church is a collection of committed disciples seeking to listen for God’s unique calling in *this* moment and in *this* community. The Mission committee undergoes a process of discernment, paying attention to the needs we observe in our area and the organizations that are addressing those needs.

The Village Church Local Community Grant is a competitive process that awards grants to nonprofit organizations that care and protect the vulnerable and provide pathways and opportunities for the disadvantaged to become contributing members to society.

It is our practice to identify three focus areas for each calendar year to give shape and focus to the congregation’s mission outreach. The mission committee invites any organization addressing these priorities to submit an application to help us learn more about your work in this area and to be considered as a partner and candidate for grant monies. Programs must align with one or more of these priorities to be considered eligible for consideration. Our 2017 focus areas are as follows:

* Hunger (multiple grants of $2000 to 5000 each)
  + Provide essential life sustaining basic needs, such as financial aid, food, and clothing to individuals and families during crises.
* Homelessness (multiple grants of $2000 to $5000 each)
  + Help individuals and families get on the road to economic independence.
  + Promote financial stability for the working poor, families with children and at-risk young adults.
  + Provide access to shelter and transitional housing, and support to achieve and maintain permanent housing.
* Childhood Education (only one large grant offered in this area at approximately $20,000)
  + Help children and youth succeed in life. (Ages 0 to 18)
  + Provide children and youth, and their families, with developmentally appropriate learning opportunities.
  + Provide enhanced academic and social support for struggling students.
  + Provide children and youth with extra structure and personal interaction with caring adults.
  + Offer education and skills training to prevent trauma from violence and abuse/neglect.
  + An organization selected for this one large grant will not be considered for a grant in the subsequent year.

Applications must specifically describe the direct services for which grant support is requested. Village Church does not fund organizations whose primary mission places it in any of the following areas:

* advertising
* arts and cultural organizations
* animal welfare
* civic and/or fraternal organizations
* neighborhood associations
* economic development
* endowments
* fundraising (including events)
* government agencies or units of government and their related nonprofit foundations
* grants to individuals
* independent youth athletic leagues
* public safety
* religious purposes
* healthcare or social science research
* institutions of higher education and their related nonprofit foundations
* institutional or professional membership associations
* organizations whose primary mission is grant-making

If you are uncertain whether your organization’s program aligns with a Village Presbyterian Church focus area, consult the Mission Office at the church at 913-671-2369.

Project grants submitted should also meet the following criteria:

* Be local in nature (metropolitan Kansas City: Jackson, Clay, and Platte counties in Missouri and Johnson and Wyandotte counties in Kansas).
* Have a current 501(c) (3) designation and in good standing in Kansas or Missouri as a nonprofit corporation, i.e. may not be an entity of city or county government.
* Have a board of directors with at least five members.
* Provide an independent certified audit of the previous year’s financial records; or, if total agency revenues were less than $250,000, an independent review of financial statements prepared by a Certified Public Accountant. The audit or review must be completed not more than 21 months prior.
* Provide an IRS Form 990 for a fiscal year ending not more than 23 months prior.
* Have been in operation for a minimum of 24 months as of the date of application.
* Have a system in place for defining and measuring program outcomes for participants.
* Have a distinct program budget, showing income and expenses that are specific to the program.
* Not exceed 50% of all program expenses.
* Have administrative and fundraising costs that are reasonable, generally not exceeding 25% of total revenues. In the event such costs exceed 25%, the agency is able to explain why its costs are justified.
* If the program to be funded is affiliated with a religious organization, the budget for social services must be separated from religious activities.
* Must affirm that the agency does not discriminate on the basis of age, sex, ethnicity, disability, race, color, ancestry, political affiliation, religion, sexual orientation, mental health disability or national origin.
* Not duplicate services already provided in the same area.
* Demonstrate potentially significant impact/outcomes.
* Demonstrate cost effectiveness.
* Must complete a Village Presbyterian Church Local Community Grant Final Report Form by the end of the calendar year.

Preference will be given to projects where the Village Church contribution represents a

response to a unique need (rather than providing ongoing core support to the

organization). Members of Village Presbyterian Church’s Mission Committee will review eligible applications. Notification of funding recommendations will be made by mail to the address provided in the organization’s application.

**Funding proposals and supporting documents must be submitted to Village Presbyterian Church by February 28.**

**We will begin accepting grant requests on January 1.**

**The majority of funding decisions are made by the end of June.**

**How to apply:**

1. No hand written proposals.
2. Please answer all the questions.
3. Please do not include materials other than those specifically requested.
4. Submit one (1) copy of each listed document.
   1. Cover Sheet
   2. Narrative (3-5 pages)
   3. Project budget (see optional budget template provided)
   4. Organization’s budget for last year and this year (no specific format is required)
   5. Provide a financial audit or review for a fiscal year ending not more than 21 months prior
   6. 501(c)(3) IRS designation letter.
   7. Current agency Board roster
5. Submit the completed application by email to:

Deborah White at [deborah.white@villagepres.org](mailto:deborah.white@villagepres.org).

If you have any questions, please feel free to call Deborah White at 913-671-2369.

(Local Community Grant Application Form approved by Mission Committee on 9/19/2016)

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| **Village Presbyterian Church Local Community Outreach Grant Application**  **Cover Sheet** | | | | | | |
| Application Date: |  | | | | | |
| Applicants Legal Name: (as shown on IRS Letter of Determination) |  | Org Website: |  | | | |
| Doing Business As: (if different from legal name) |  | | | | | |
| Address: |  | | | | | |
| City: |  | | | | | |
| Telephone #: |  | State: |  | | Zip code: |  |
| Executive Director:  (or Top Executive) | (Please include prefix and title) | Fax #: | |  | | |
| Main Contact(s) for this Proposal: | (Please include prefix and title) | Phone #: | |  | | |
| Email Address: | |  | | |
| Board President: |  | Phone #: | |  | | |
| Email Address: | |  | | |

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| Applicant’s tax exempt status/ IRS designation (e.g. 501(c)(3), 501(c)(9), etc) | (Attach a copy of the IRS Letter of Determination- NOTE- this is not the state sales and use tax exemption certificate. If there has been a name change provide copies of the amended state certificate of incorporation and amended IRS Letter of Determination) |
| If not a 501(c)(3) Nonprofit, then who is fiscal agent? | (Attach a copy of the written agreement from fiscal agent plus fiscal agent’s contact information and EIN) |

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| Organization’s mission statement: |
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| Village Church Focus Area (check the one that best fits): | |
| [ ] Hunger | [ ] Homelessness |
| [ ] Childhood Education |  |

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| Type of request (check one): | | | |
| [ ] Capacity Building | | [ ] Project/Program | |
| [ ] Capital | | [ ] Other (explain) | |
| [ ] General Operating Support | |
|  | | | |
| [ ] New Project | [ ] Existing Project | | [ ] Expansion of Existing Project |

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| Project/Campaign Name: (if general operating please indicate) | |  | | |
| Proposal Summary - In 100 words or less summarize the purpose of this request. | | | | |
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| Funding Period Requested: (be specific) | / / through / / | | Amount Requested: | $ |
| Total Project Budget for this period: (not required if general operating request) | $ | | Current Annual Organizational Budget: | $ |
| Organization Fiscal Year: | / / through / / | | | |
| Geographic Area(s) Served:  (include specific counties) | (For this project. If general operations support, for this organization.) | | | |

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| Agreement |
| *I certify to the best of my knowledge, that all information included in this proposal is correct. The tax exempt status of this organization is still in effect. If a grant is awarded to this organization, then the proceeds of that grant will not be distributed or used to benefit any organization or individual supporting or engaged in unlawful activities.*  *In compliance with the USA Patriot Act and other counterterrorism laws, I certify that all funds received from this funder will be used in compliance with all applicable anti-terrorist financing and asset control laws, statutes, and executive orders.* |

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| Signature, Executive Director  *(or authorizing official on behalf of the organization)* |  | Date |

**Narrative (3-5 pages total):**

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| **Previous Village Church Mission Committee Funding History** | | |
| **Year** | **Amount** | **Project** |
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| Describe your agency, including history, previous years accomplishments, type of services, number of full/part time staff, volunteer component, geographical area served, number of persons served  in an average month. |  |

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| Who is the target population for this grant, the number of individuals to be served and geographic area that will benefit from this proposal? |  |

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| Describe the program for which Village Church mission funds will be used and how they will be used. |  |

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| What is your definition of success of the program and how is success measured? What do you expect to accomplish (outputs and/or outcomes)? |  |

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| Does this project need support, volunteer or otherwise, in addition to financial help from Village Church? If so, please describe. |  |

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| List all other sources, status and amounts of funding sought for this program in  order of amount. (If proposal is pending, please indicate) |  |

**Program and Agency Budget Summaries: Please complete both summaries.**

**Please attach the Program Budget Summary (template provided) with all revenue and expenses specific to the program/need for which Mission funds are requested. We also require the Agency Budget Summary with revenue and expenses for the entire agency for last year and this year (budget template optional)**