

## Country Club Christian Church

6101 Ward Parkway, Kansas City, MO 64113-1399  
816 333-4917 FAX 816 333-7538

## Outreach Funding Program

paulc@cccckc.org

### Overview

The Outreach Funding Program of Country Club Christian Church provides financial support to non-profit organizations that promote Christian beliefs and principles through services or program.

The following guidelines have been established to assist your organization present a grant request in a manner consistent with our review and decision-making process. Following these specific guidelines in preparing your proposal and in submitting the requested attachments will enable the Outreach Council to make a prompt and well-informed decision on your request.

Should you have any questions concerning whether or not your proposal fits within the scope of the giving guidelines or priorities, we suggest you send a brief letter of introduction explaining your organization and the specific project.

### Contribution Policies

Decisions for funding requests are made by the members serving on Country Club Christian Church Outreach Council. Funding is made only to organizations that are tax-exempt from federal income taxation pursuant to Section 501©(3) and are not classified as private foundations with the code.

### Funding Categories

The Outreach Funding Program provides financial assistance to organizations in three categories. Organizations requesting funds will need to indicate in which category they are seeking consideration of funding. All organizations that seek funding consideration are required to complete an application, provide supporting materials and indicate the specific amount requested.

1. **Sustaining Grant** - Typically, funding requests to this category are meant to support programs or services for a one-three year time period. Organizations receiving funding through this category will be required to provide an annual written report detailing the impact of the gift. Gifts and pledges made in this category typically range from \$2,500 to \$10,000 a year and are not made for more than a three-year period. Organizations can reapply only after the Sustaining Funding has ended. The deadline for submitting a Sustaining Grant request is the first business day of May.
2. **Special Grant** – Grants made in this category are intended to fund one-time annual requests for services or programs. Organizations receiving funding through this category will be required to provide a written report at the end of twelve months detailing the impact of the gift. Gifts made in this category typically range from \$500 to \$5,000 a year. Organizations may submit a new application every twelve months. The deadline for consideration of Special Grant support is the first business day in September, November, February, and May.
3. **Special Offering Grant** – Programs or projects considered in this category are funded, fully or in part, through special offering opportunities presented to the congregation of the Country Club Christian Church. Gifts made in this category typically range from \$8,000 to \$12,000 a year and require a presentation to the Outreach Council detailing the need. The deadlines for consideration of this type of support are February 1 and October 1 of each year.

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## **Outreach Funding Program**

### **Funding Priorities**

The Outreach Funding Program seeks to make investments in communities in the hope that they can be built upon, leveraged with other gifts, and remain intact as the cornerstones of community improvement. It is the belief of the Outreach Council all gifts, when combined with human energy, can result in significant change for the better.

Priorities include programs that are Christian in nature with emphasis on organizations associated with Disciple of Christ ministries, human service organizations with emphasis on children and youth programs, and programs that foster education toward ministry and religious education. Organizations with smaller operating budgets in which the gift will make a greater impact receive stronger consideration over those with large operating budgets and multiple funding sources. Other priorities include organizations in which members of the congregation are, or can become, actively involved.

### **Types of Support**

The types of support granted through the Outreach Funding Program include general/operating funding, program development, curriculum development, continuing support, equipment, seed money, annual funding, emergency funds, matching grants and capital campaign projects, conferences and seminars.

Except in most unusual circumstances, the Outreach Funding Program does not make grants to:

- Individuals – except as scholarship funds
- Publications
- Deficient funding
- Telethons, dinners advertising or other sponsorship fundraising situations
- Groups that have not been in existence for more than three years
- Foundations, fraternal organizations and endowment funding

### **Geographical Restrictions**

Primary giving to local programs, projects and services, emphasis on organizations within the Disciples of Christ denomination, local, national and international programs within the interest of the congregation.

### **Application Information**

All organizations seeking a grant must fill out a grant application and grant proposal summary. The following supporting materials will need to be included in the proposal:

1. A copy of your organization's 501©(3) IRS letter indicating the agency's tax-exempt status.
2. A list of your Board of Directors
3. A recent annual report, if available
4. An operating expense budget
5. A listing of other sources of income

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**Outreach Funding Program****Grant Proposal Summary**

Date of Application \_\_\_\_\_

**I. ORGANIZATIONAL INFORMATION**

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Year Established \_\_\_\_\_

Name of Executive Director \_\_\_\_\_

Name and title of contact person regarding this grant application \_\_\_\_\_

Is the organization part of the Disciples of Christ denomination? YES \_\_\_\_\_ NO \_\_\_\_\_

Is yes, please explain the relationship \_\_\_\_\_

Number of paid staff \_\_\_\_\_

Please list any members of Country Club Christian Church that are active with the organization \_\_\_\_\_

Are there opportunities for members of Country Club Christian Church to volunteer time or talent with your organization? YES \_\_\_\_\_ NO \_\_\_\_\_

Which Grant Category is the organization asking for funding?

\_\_\_\_\_ Sustaining Grant

\_\_\_\_\_ Special Grant

\_\_\_\_\_ Special Offering Grant

**II. FINANCIAL INFORMATION**

What is the amount of funding the organization is requesting? \_\_\_\_\_

What is the total operating budget for the organization? \_\_\_\_\_

**Total Income Ratios**

Total Program Service Expense \_\_\_\_\_ %

Management &amp; General Expense \_\_\_\_\_ %

Fundraising Expense \_\_\_\_\_ %

What is the closing date of the organization's fiscal year? \_\_\_\_\_

Has the organization received funding from any entity of Country Club Christian Church in the last three years?

If so, please provide a listing of all gifts received and the specific source. \_\_\_\_\_

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**Outreach Funding Program****III. PROPOSAL SUMMARY**

Name of organization to which grant would be paid. Please list exact legal name.

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Is this request for (please check) General Support \_\_\_\_\_ Project Support \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Total Project Budget (if requesting project support): \_\_\_\_\_

**IV. PROPOSAL NARRATIVE**

Please summarize in a maximum of three pages the following information regarding the organizations grant request.

**Background** – Describe the work of the organization, addressing each of the following:

1. Explain why the organization is requesting funding, what outcomes you hope to achieve and how the funds will be spent if a grant is made.
2. Describe the work of your agency including history, mission statement, the need or problem the organization works to address, population served, and geographical reach.
3. Current programs and accomplishments.
4. Other organizations within the same geographical location providing similar service or programs.

**Funding Request** – Describe the program, service or project for which the organization is seeking funding, addressing the following:

1. If requesting for general operating support, describe how this grant funding would be used.
2. If requesting for a specific program, service or project, please explain the objective of the project including the following details.
  - A statement of its primary purpose and the need or problem that the organization is seeking to address.
  - The population that is served.
  - Strategies used to achieve positive results
  - Anticipated length of project
  - How the program, service or project contributes to the organization's mission statement.
3. Please explain how the organization will measure the effectiveness of the activities. Describe the criteria for a successful program, service or project and the results the organization expects to have achieved by the end of the funding period.

I hereby confirm with my signature that I have verified the information and have the authority to approve the contents of this application. The organization receiving funding from the Outreach Funding Program agrees to provide the appropriate information by the date listed in the acknowledgement letter. Furthermore, by signing this document, the representative for the organization acknowledges that the organization does not knowingly discriminate on the basis of race, color, religion, gender, national origin, age, disability, marital status or status as a veteran.

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Signature

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Date

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Title