



Country Club Christian Church
6101 Ward Parkway
Kansas City, MO 64113
(816) 333-4917

Grants & Special Offerings Funding Guidelines & Instructions 2019-2020

Overview

The Grants & Special Offerings Program of Country Club Christian Church provides financial support to non-profit organizations that are Christian in nature and are partners in mission to empower children to learn, eliminate hunger, and assist in moving people from poverty to self-sufficiency.

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 Grants & Special Offerings Team 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 Grants & Special Offerings Team. Funding is made only to organizations that are tax-exempt from federal income taxation pursuant to Section 501(c)(3) and are not classified as private foundations with the code.

Funding Categories

The Grants & Special Offerings Program provides financial support to organizations in two categories: Sustaining Grants and Special Grants. 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.

Sustaining Grant - Typically, funding requests to this category are meant to support programs or services for a one year 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

ALL GRANT APPLICATIONS ARE DUE BY SEPTEMBER 15TH, 2019
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made in this category typically range from \$2,500 to \$10,000 a year and are not made for more than a one-year period. Organizations can reapply only after the Sustaining Funding has ended.

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.

Funding Priorities

The Grants & Special Offerings 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 Grants & Special Offerings Team all gifts, when combined with human energy, can result in significant change for the better. Priorities for grant approvals include programs that are Christian in nature, are associated with the Christian Church (Disciples of Christ) ministries, and/or organizations that are current or potential outreach and mission partnerships in the Northeast Kansas City area. In addition, we look to prioritize organizations who are partners in mission to empower children to learn, eliminate hunger, and assist in moving people from poverty to self-sufficiency.

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.

Types of Support

The types of support granted through the Grants & Special Offerings 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 Grants & Special Offerings 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 is to local programs, projects, and services, with emphasis on organizations of the Christian Church (Disciples of Christ) denomination, local, national and international programs within the interest of the congregation.

Application Timeline & Deadlines

The Country Club Christian Church Grants & Special Offerings financial cycle begins on July 1st and ends on June 30th of the following year. All applications will be accepted beginning on July 1st of the current year and the final deadline to submit an application is **September 15th** of the current year. All material for grant applications must be received by e-mail or mail by the deadline, and no late applications will be considered.

The Grants & Special Offerings Team will convene during the fiscal year (July 30th – June 1st) to review all applications and follow-up with the applicant with further questions and clarification. It is common that a member from the Grants & Special Offerings Team will request an in-person meeting with the grant applicant and/or a site visit of the organization/agency.

Notification of grant application received will be made promptly by e-mail from the Grants & Special Offerings Team and/or the Director of Mission Partnerships. Notification of grant award will be made following the September 15th deadline once all applications are considered; an e-mail and/or letter will be sent to the applicant detailing the decision regarding the application.

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(c)(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

Application Instructions

Go to www.cccckc.org/grants

Download Application Documents:

GSO2019-2020.pdf (Section I-III)

Proposal_Narrative.doc (Section IV)

Fill Out and Save Application Documents

Gather Supporting Material

The following supporting materials will need to be included in the proposal:

1. A copy of your organization's 501(c)(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

Return to www.cccckc.org/grants **and submit your application**

Application Checklist

When you are ready to submit your application, make sure you have all of the following documents (if applicable) before you begin.

- ☐ Completed copy of GSO2019-2020.pdf (Section I-III)
- ☐ Completed copy of Proposal_Narrative.doc (Section IV)
- ☐ Copy of your organization's 501(c)(3) IRS letter indicating the agency's tax-exempt status.
- ☐ List of Your Board of Directors
- ☐ A recent annual report, if available
- ☐ Operating Expense Budget
- ☐ Listing of Other Sources of Income