



Country Club Christian Church
6101 Ward Parkway
Kansas City, MO 64113
(816) 381-9254

Grants & Special Offerings Funding Guidelines & Application 2022-2023

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.

ALL GRANT APPLICATIONS ARE DUE BY SEPTEMBER 16, 2022 BY EMAIL OR MAIL.
nikkik@cccckc.org | 6101 Ward Parkway, KC, MO 64113

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 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 looks to prioritize organizations who are partners in our mission to empower children to learn, eliminate hunger, and assist in moving all people from poverty to self-sufficiency.

Country Club Christian Church 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.

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
- Publications
- Debt Reduction
- 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 16** 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 16 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

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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

**Country Club Christian Church
Grant & Special Offerings Proposal Summary**

Date of Application _____

I. ORGANIZATIONAL INFORMATION

Organization Name _____

Address _____

City, State, Zip _____

Telephone _____ E-Mail _____

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 serve with your organization? YES _____ NO _____

Which Grant Category is the organization asking for funding?

_____ Sustaining Grant

_____ Special 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 & 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.

III. PROPOSAL SUMMARY

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

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.

Signature

Date

Title