

GUIDELINES FOR ACCESS TO MISSION INITIATIVE FUND APPLICATIONS

Revised Nov. 1, 2017

Mission Initiative Funding Application grants are intended to assist congregations in the development of mission-related outreach and programs that advance our mission to serve others. Grants may be applied for once annually, and can be renewed with a new application for two additional years. Funding diminishes each subsequent year, and you are expected to show how the grant program will become self-sustaining. The local congregation is responsible for 40% of the total budget. Read the budget requirements before filling out the application. A grant is limited to \$5,000 for the first year.

Application Forms

- Forms will be available in 2 ways:
 - ♦ Online at <http://www.greatriverspby.org/mission.html>
 - ♦ Upon request from the presbytery office

Form Submissions

- Call the Presbytery Office at 1-800-537-8592 before filling out a form. Staff member Amy Gardner will assign a Visioning Team member to assist you. She may be reached at agardner@greatriverspby.org or by calling the number above. Forms will be submitted to the Presbytery office and will be reviewed by the Visioning Team at its earliest convenience. The applying congregation must supply a phone number to the Visioning Team for a person who is knowledgeable about the application and who can be available while the Visioning Team is considering the application.
- The applicant should have a contingency in place for requests that are financially time sensitive. See #3 below about application deadlines.

Application Considerations

1. The Visioning Team will consider ALL applications as recommended by your assigned Visioning member.
2. Application forms are available for up to \$5,000 the first year; see instructions to apply for 2nd and 3rd year funding.
3. Applications must be received in the Presbytery Office at least two weeks before a Visioning Team meeting. The Visioning Team meeting dates can be found on the Presbytery website calendar at <http://www.greatriverspby.org/Calendar - Presbytery of Great.html> or from your assigned Visioning Team member.
4. The first priority will be given to fund requests made by a session or by a group of sessions for projects that are being undertaken for the first time, or are a significant expansion of an already existing project where new populations are to be served, or services are to be provided to areas or to address concerns and needs not previously addressed.
5. The second priority will be given to those applications from a session or group of sessions for funding of a project or projects that are in existence and the request is for "maintenance" support. Funds would be provided on a shared grant basis with no less than 40% of the total funds needed being supplied by the applicant. In addition, there must be evidence provided that members of the congregation(s) are invested financially and as volunteers in the project. Such funds in the support of the project of interest shall require a written explanation that describes their rationale as well as a statement describing how these funds relate to their theology of stewardship resources.
6. A new project may be supported through this grant process for three years. The second year application may be for no more than 2/3 of the amount given the first year. The third-year application may be for no more than 1/3 of the amount given the first year. After that, applications may be made for a new project related to the original if it is significantly different as described in #4 above.
7. The Team will not consider applications without personal communication with the applicant of the funds. Before filling out the application, call the Presbytery Office at (800) 537-8592. A Visioning Team member will then contact the person(s) indicated in the application. If the application is on behalf of an organization, the organization director also will be contacted.

Financial Awards

- Applicants will be notified about acceptance by phone or email and awards will be mailed directly after approval.
- Congregations will be expected to report to the presbytery assembly on the achievement of their ministry goals at the next August Assembly Meeting Mission Fair.

Application Assistance

- Grant writing assistance is available if needed. As stated previously, a Visioning Team member will be assigned to you to advise and review your request and answer questions.

Salary Requests

Any requests for salaries must use this guideline:

It is our general philosophy that a MIFA should lead to a sustainable mission program in a congregation within three years. Salaries included in a proposed budget may have the inherent potential of reducing that likelihood and, more importantly, tend to be inherently unfair to the person in that position. However, there may be circumstances in which including salary can be appropriate. Therefore, the Visioning Team will consider funding salary if that salary is appropriately justified in your application. Such justification may include:

- Salary for a finite response to an immediate need such as:
 - Demonstrate how it is or will be limited in time: e.g. a 6-month response without need to continue, or in scope - e.g. an internship, following established guidelines, that provides a 'student' a specific vital experience).
 - Or for new program start-up (demonstrate a feasible plan for future support of the position in the proposed program). In circumstances where salary is funded, we expect the congregation will cover benefits comparable to its existing staff.

Budget Notes

- The budget for which you are seeking a MIFA grant must specify the source of other funds for the project. At least 40% of the project budget must come from congregational sources. Please identify sources. Indirect expenses (e.g. paying utilities for the church building where the program occurs) may not be used to satisfy the 40% local support requirement. Existing salaries also may not be included.
- Grants will not be permitted for pass-through donations to organizations not run by the congregation.

Suggestions for Planning

The Visioning team suggests that a congregation consider these criteria before writing your application:

1. Broad Reach: The project will benefit a large number of people. Consider demographics such as number of people, ages, gender, ethnicity, etc.
2. Clear Measures: Goals and outcomes are clear and measurable. A long-range plan may be included that identifies goals and outcomes and the future.
3. Inclusion: The project will reach vulnerable and diverse populations.
4. Volunteer Leverage: The project engages and utilizes volunteer resources. Explain your plan for finding volunteers as well as training.
5. Financial Leverage: The project engages other funding sources. Provide a list of funding sources, current and planned.
6. Partnership: The project uses partnerships to accomplish project goals. The more churches/ organizations involved, the better; plan should project how partnerships will be developed and nurtured.
7. Potential for Overall Impact: The project provided important service(s) in the community. The long-range plan should project overall impact.

Last Note: Remember, your Visioning advisor will help! Plan your report in a way that will inspire others to follow your example! Each project will be displayed at the August Assembly at a special Mission Fair!

Before filling out this form, please contact Amy Gardner by email at agardner@greatriverspby.org or telephone 800-537-8592/309-683-6980. She will assign a Visioning Team member to assist you.

Be sure to save a copy of this application.

MISSION INITIATIVE FUNDING APPLICATION: \$5,000 and under

MISSION STATEMENT:

JOHN 14:12, "VERY TRULY, I TELL YOU, THE ONE WHO BELIEVES IN ME WILL ALSO DO THE WORK THAT I DO AND IN FACT, WILL DO GREATER WORKS THAN THESE".

It is our prayer that this gift will be an encouragement to your church to be inventive and intentional in our collective mission to "be the church" and to be "good and trustworthy" servants of our Master.

Name of Project _____

Date of Application _____

Name of Congregation/Sponsor/Council/Committee _____

Address _____

Contact Person _____ Home/Cell _____

Contact Person Address _____

Contact Person Email _____

Relationship to Project _____

1. Is this a 1st year, 2nd year, or 3rd year application? For Year 1: MIFA is limited to 60 percent of the program budget; Year 2 limit is 66% of the amount received in the 1st year; 3rd Year limit is 33% of 1st year. For example, a \$5,000 grant could be eligible for \$3,300 in 2nd year, and \$1,650 in the 3rd year.

2. Project Narrative: Please describe how the project or program is a mission initiative; what are the goals; define the target population; how many people will be served; and how success will be measured.

3. How does the project work towards outreach goals in your community? How are members of your congregation involved and in what numbers? Is this project being conducted with other churches/organizations?

4. When will the project begin and when will it conclude?

5. How will this project be funded in future years? How will it become sustainable? _____

6. Does your church have existing endowments or reserve funds? _____

7. Total amount: Endowments _____ Reserve funds _____

8. Are any of these funds being used to help finance this project? _____

9. Amount(s) _____

10. Who will provide an evaluation report to the Presbytery of Great Rivers?

11. Indicate other churches and/ or organizations with whom you will collaborate.

12. Amount requested _____

13. What percentage of the total project does this represent? _____

14. Additional income from your congregation and other sources:

Congregation _____ Other sources _____

15. Please provide a **complete** budget for the project with this application.

16. Please provide the date that your session approved this application and a copy of the minutes from that meeting. _____

Before filling out this form, please contact Amy Gardner by email at agardner@greatriverspby.org or telephone 800-537-8592 / 309-683-6980. She will assign a Visioning Team member to assist you.

Be sure to save a copy of this application.

Please send the completed form with required attachments to Presbytery of Great Rivers, 1230 W Candletree Drive, Suite D, Peoria, IL 61614; or by fax 309-683-6983 or by email to Amy Gardner, agardner@greatriverspby.org as well as to the Visioning Team member assigned to you!