

# **Guidelines For Grant Seekers**

**The FOUNDATION  
Of the Allegheny Conference, Churches of God, General Conference**

Original: August 2012; Updated: April 2018; Updated: December 22, 2018

**GUIDELINES FOR GRANT SEEKERS**  
**THE FOUNDATION OF THE ALLEGHENY CONFERENCE,**  
**CHURCHES OF GOD, GENERAL CONFERENCE**

This Foundation is a nonprofit organization established exclusively for charitable purposes by the Allegheny Conference, Churches of God, General Conference. It is incorporated according to the laws of the State of Pennsylvania as a non-profit corporation and has met the tax exempt requirements as set forth in Section 501 (c) (3) of the Internal Revenue Code of 1986.

**INTRODUCTION**

Guidelines for Grant Seekers is provided to assist you when submitting a grant request. It supplies information and details about the purpose and operational policies of The Foundation and the factors that influence the Board's decisions in awarding grants. Prepare your grant request carefully with these guidelines in mind. This will enable you to present your ideas in a clear and compelling way.

Every grant request will be carefully reviewed and processed. The Foundation will act on each Preliminary Grant Request and each Formal Application. It is our desire to serve you, on behalf of the Allegheny Conference.

**PURPOSE OF THE FOUNDATION**

The Foundation:

- Seeks to promote and expand the proclamation of the Gospel of Jesus Christ and the development of Christian disciples.
- Financially assist the Conference, through its executive board, councils, churches, affiliates or organizations in various Christian ministries, programs and projects.
- Provides supplemental assistance enabling Grant Seekers to proceed with well-planned and approved ministries, programs and projects.
- Encourages the practice of Christian stewardship principles as Biblically taught and seeks to avoid any practice that would contribute to unhealthy dependency.
- Functions as a catalyst to enlarge and strengthen the ministry of the Allegheny Conference and its congregations and organizations as one body serving Christ.
- Contributes to grant recipient's growth or development by rewarding vision and encouraging and/or stimulating increased local support and participation.
- Extends Christian outreach and ministry in the present, and oversees resources that will also provide for future outreach and ministry.

**POLICIES PERTAINING TO GRANT AWARDS**

Grants may be awarded:

- Only to churches, organizations or agencies classified as 501 (c) (3) tax exempt, charitable institutions as defined by the Internal Revenue Service.
- Only to the Allegheny Conference, its councils, affiliated churches or agencies involved in ministries, programs and endeavors directly related to and/or supported by the Conference.

Grants are not awarded to:

- Individuals or to endowment campaigns.
- Other foundations or re-granting organizations other than the Allegheny Conference.

Grants are not ordinarily awarded for:

- Continuing operational expenses and/or building maintenance of an organization.
- Church benevolent assessments, goals or responsibilities.
- Payment of existing indebtedness.
- Ministries, programs or projects where continuing support or long-term assistance is projected without adequate provision for future support.

Grants may be awarded:

- On a matching funds basis with a specific ratio established in the Grant Agreement.
- Directly to the Grant Recipient, or in special situations or circumstances may be distributed through the Allegheny Conference Executive Board.
- Conditionally, with specific steps or requirements specified in the Grant Agreement.

### **ESSENTIAL DATA RELATING TO GRANT APPLICATIONS**

The following six areas are of particular interest to the Foundation when considering an application:

1. Description of Your Organization –
  - Affiliation with the Conference as non-profit and tax exempt
  - Incorporation status in view of the Conference’s recommendations
  - Property ownership/liens or restrictions, if building projects are proposed
  - Indebtedness, annual budget, and current financial assets
2. Ministry or Project Purpose –
  - Specific need or issue being addressed
  - The ministry or project’s goals and objectives
  - Expected immediate and long-term results
3. Ministry or Project Implementation Plan –
  - Your timeline: Projected dates for beginning and concluding
  - Essential steps to be taken – when and by whom
  - Ministry or project staff and/or consultants
4. Ministry or Project’s Continuing Needs and Support –
  - Your plans for support and/or completion after assisted initial funding.
  - Future funding sources, including operational expenses, if required
5. Ministry or Project Evaluation –
  - Criteria for measuring effectiveness of programs, ministry or project
  - Methods and schedule for short and long-term evaluation results
  - Evaluation of the results – how, when, and by whom
6. Ministry or Project’s Financial Plan –
  - A basic income and expense budget for the ministry or project
  - Cash or other assets available for this ministry or project
  - Provisions for “in-kind support” applicable to the total cost  
(Such as – donated labor, equipment, etc. with estimated value)
  - Projected sources of additional funding, if needed

### **PERTINENT QUESTIONS CONSIDERED BY THE FOUNDATION BOARD**

- Are the goals and objectives of the ministry or project consistent with the mission of the Allegheny Conference and the Churches of God? Is it likely to contribute to the health and growth of Christians and/or enlarge Christian witness?
- In what ways will this program or project extend outreach and ministry beyond

the church's current scope and/or "walls"?

- Are the immediate and long-range plans for the program or project well developed? Are they a part of a strategic plan for ministry?
- What suggestions or refinements may warrant consideration by the Grant Seeker to improve the ministry or project grant proposal?
- Will the awarding of this grant in anyway minimize or defer stewardship growth and development on the part of the Grant Seeker?
- Will the awarding of this grant contribute to an attitude or pattern of dependency and discourage creativity, maturation, or self-support?
- Have grants been awarded to this Grant Seeker previously? With what success or achievements? Have required reports and evaluations been received?
- Which grant requests seem to be most timely? Most promising in the realization their goals and objectives? Contribute most significantly to the "Mission" of the church?
- Does the Grant Seeker actively support and participate in cooperative programs/ministries of the Conference?

## **TIME LINE FOR GRANT APPLICATIONS AND DISTRIBUTIONS**

Grant distributions are made annually. The Foundation provides a schedule that identifies Time Line for Grants. This schedule includes the dates when various steps must be completed and the tentative schedule for meetings of The Foundation Board of Directors. See APPENDIX A.

## **STEP BY STEP PROCESS FOR GRANTS**

### **STEP ONE – THE PRELIMINARY GRANT REQUEST**

Preliminary Grant Requests (see APPENDIX B) may be filed with The Foundation during the period established by the Foundation in the Yearly Timeline (Appendix A). To be considered for a grant in any calendar year the Preliminary Grant Request must be received by the President of The Foundation not later than the date designated in each annual Time Line for Grants.

A prompt response acknowledgement receipt of your Preliminary Grant Request will be made. At a designated time the Board of Directors of The Foundation will review each "Preliminary Grant Request" and authorize filing of a "Formal Application" by the approved Grant Seekers. Each Grant Seeker will be notified of the board's decision pertaining to its request. The Foundation's Response to Preliminary Grant Requests will be one of the following ways:

\_\_\_ Proceed with formal Grant Application, which consists of the information addressed Appendix B.

\_\_\_ Recommendations for consideration accompany Formal Application Form.

\_\_\_ Request denied. Project/Ministry is outside established policies/guidelines.

\_\_\_ Funds available are insufficient to include in this year's distribution.

\_\_\_ You are encouraged to apply at a later date, with or without adjustments.

\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_

## **STEP TWO - - THE FORMAL APPLICATION**

If the Preliminary Grant Request is accepted by the Foundation Board, you will then be invited to submit a formal application – you will receive communication from the Foundation Board as to what is needed to move forward with that step of the process.

The Formal Application has a number of important elements. Accompanying information, if requested, should be on 8 ½ x 11 inch paper printed on one side only. Please do not use bulky notebooks or binders. Typed material is requested.

Only one copy of the Formal Application and requested attachments is required. The application, and all items requested, should be mailed or delivered to the President of The Foundation as one complete document. We cannot accept the Formal Application or any accompanying attachments by facsimile.

## **STEP THREE - - QUESTIONS, SUGGESTIONS AND/OR INTERVIEWS**

Provision is made in the Time Line for Grants to allow The Foundation time to seek additional information, answers to questions or some clarification if deemed necessary. The Foundation will initiate any action required in this third step.

A meeting with the Grant Seeker may be requested to discuss the application. The President and/or an assigned committee of The Foundation may desire a meeting with the contact person, the staff, council or board, and/or consult with conference leadership.

During this period of time, The Foundation may submit suggestions to the Grant Seeker for the purpose of refining or improving the grant proposal.

## **STEP FOUR - - NOTIFICATION OF GRANT SEEKERS**

The Board of Directors of The Foundation will consider each grant application and will adopt one of the following resolutions:

- Fund the proposal as requested in full;
- Fund the proposal as requested in part;
- Fund the proposal with specific conditions or requirements;
- Decline funding of the proposal as requested;
- Defer consideration of the proposal to a later date;
- Other: \_\_\_\_\_

The Foundation will promptly notify each applicant of its decision.

## **STEP FIVE - - SIGNING OF THE TERMS OF AGREEMENT**

The Foundation will provide a Terms of Agreement for signature by The Foundation and the Grant Recipient for each grant awarded. This agreement states the specific purpose/use of the grant awarded and the conditions under which the grant has been authorized. The agreement also includes a payment schedule for The Foundation's disbursement of funds awarded.

The Foundation may require substantiating descriptive documents and/or financial statements for all ministries or projects funded, or supported in part, by The Foundation.

Grants are usually awarded for specific use in a specific time frame. If that condition cannot be met, the Grant Recipient must notify The Foundation and may request an adjustment in the Grant Agreement or a grant extension. No adjustments or extensions are permitted without approval of The Foundation.

In the event of approved multi-year grants, The Foundation may conduct a performance review at the end of each year before releasing funds for the following year.

#### **STEP SIX - - PERIODIC AND/OR FINAL PROGRESS REPORTS**

The Foundation will require periodic progress reports. A final report verifying the use of the grant awarded, contractual agreements fulfilled, and an evaluation of what was achieved is required of each Grant Recipient.

#### **FOR INFORMATION OR ASSISTANCE**

**Please Contact:**

**The Foundation of the Allegheny Conference  
c/o The Allegheny Region Conference  
Box 756  
Latrobe, PA 15650  
Phone: 724-832-3746  
Email: [admin@ar.cggc.org](mailto:admin@ar.cggc.org)**

## APPENDIX A

### THE FOUNDATION OF THE ALLEGHENY CONFERENCE, CHURCHES OF GOD, GENERAL CONFERENCE

# TIME LINE FOR GRANTS

Please contact The Foundation for additional information or assistance.

**2<sup>nd</sup> Friday in February**

Preliminary Grant Requests are to be in The Foundation Office

**4<sup>th</sup> Friday in February**

Preliminary approval will be given to Grant Seekers to proceed with Formal Applications, if approved.

**3<sup>rd</sup> Monday in March**

Formal Applications are to be in The Foundation Office

**April**

New or additional data is secured from grant applicants via correspondence or site visits, if needed. This new information will be shared with all Directors.

**May**

Applicants are notified of The Foundation's decision and Grant Agreements are prepared and distributed. Presentation of Grant Awards occurs at ARC Conference Sessions.

**APPENDIX B**  
**The Foundation of the Allegheny Conference**  
**Churches of God General Conference**  
**PRELIMINARY GRANT REQUEST**

**INSTRUCTIONS:**

Please review the “Guidelines for Grant Seekers.”  
Then answer each of the following questions. Typed answers are requested.  
Identify each answer by using the corresponding number of the question.  
Two signatures are required at the conclusion of the answers.  
Include position or office for each signer and the date of the signatures.

**QUESTIONS:**

1. What is the official name of Grant Seeker, address and phone number?
2. Who is the primary contact person for the Grant Seeker, address, phone number, email address?
3. What is the proposed Project/Ministry and what are its projected benefits?
4. How will this Project/Ministry be funded?  
Total cost of the Project/Ministry? \$ \_\_\_\_\_  
Amount self-funded by cash/contributions/etc.? \$ \_\_\_\_\_  
Amount that may be borrowed? \$ \_\_\_\_\_  
Amount requested from The Foundation? \$ \_\_\_\_\_
5. What additional operational expense or continuing financial support is projected for this Project/Ministry in the future? How will this need be met?
6. What is the time line projected for this Project/Ministry?
7. Please provide church/organization Federal Identification Number
8. Has your church/organization received a Letter of Determination of Tax Exemption from the IRS? Does your church/organization participate in the Churches of God, General Conference Federal Group Tax Exemption Program?

**MAIL PRELIMINARY GRANT REQUEST TO:**

**The Foundation of the Allegheny Conference**  
**c/o The Allegheny Region Conference**  
**Box 756**  
**Latrobe, PA 15650**  
**Phone: 724-832-3746**



**Email:** [admin@ar.cggc.org](mailto:admin@ar.cggc.org)

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