



Adventist Community Services, North America

ACS Project Application

ORGANIZATION

Adventist Community Services (ACS) has been established as a humanitarian relief, individual and community development agency to fulfill the mission of the Seventh-day Adventist Church to “serve the poor and hurting in Christ’s name” in the United States and Bermuda.

In 1879, the Church officially recognized the Dorcas Society as its community outreach program. In 1956, this Church program became the Seventh-day Adventist Welfare Service (SAWS) with the purpose to strengthen Adventist relief efforts. As the Church matured in developing countries, the need for international relief activities increased, causing the Church to focus its community missions beyond domestic to international fields. As a result, SAWS expanded into a domestic and international Church-organized community program. In 1972, Adventist Community Services became the official Church humanitarian agency in North America. (In 1973, the SAWS international program was renamed the Seventh-day Adventist World Service and in 1983, it became Adventist Development and Relief Agency (ADRA) International that serves outside of the United States and Bermuda.)

Adventist Community Services aims to develop continuing leadership education, build collaborative partnerships and expand the scope of community services.

Adventist Community Services (ACS) provides services such as Disaster Response (ACS DR), Adventist Crisis Care Network (ACCN), Youth Empowered to Serve YES!, Tutoring and Mentoring Programs, Community

Health Programs and Community Development Ministries (formally Inner City).

ACS PROJECT APPLICATION DESCRIPTION:

North American Division Adventist Community Services allocates funds to selected ACS Ministry Projects, such as Relief, Individual Development, Community Development and Structural Change (see the definition in page 11) in the United States and Bermuda for the purpose of developing exemplary supportive outreach services for their community. The application process is competitive, due to the limited funding resources and will be evaluated by the NAD ACS Project Applications Review Committee and approved by the ACS National Board.

The total grants should be invested in the following percentiles; Training and Educational expenses relative to program management, development and implementation are allowable costs not to exceed 5% of the requested grant amount. For the purposes of maximizing ACS funding, overhead should not exceed 25% of the requested grant amount. Program activities and services should receive a minimum appropriation of 70% of the requested grant amount.

All grant recipients will be requested to participate in the **Nonprofit Leadership Certification Program**, the training provided by North American Division Adventist Community Services to assist ACS entities in developing strategic planning, staff and volunteer training and resource development. Grant recipients will also be required to provide an annual report and budget of the program's progress in achieving the objectives outlined in the submitted grant proposal.

A. Eligible Applicants

All eligible applicants for the ACS Project Application must be Adventist Community Services entities, which are under a local conference jurisdiction and must be endorsed and certified as an ACS program validated by the local conference. A letter of support from the local conference for the ACS director must be submitted with the proposal and must have matching funds provided by their local church or conference.

B. Available Funds

Funding can be used to develop integrated ACS projects, such as, Relief, Individual Development, Community Development and Structural Changes. Up to \$20,000 will be awarded to selected projects, with matching fund either by local church, conference or both.

C. Submissions

All applicants must submit an e-mail copy of the grant proposal application to the National ACS Executive Director at acs@nad.adventist.org. For extra materials i.e.: photos, please send them on a disc to the North American Division, Adventist Community Services (ACS), National ACS Executive Director 12501 Old Columbia Pike, Silver Spring, MD 20904. One copy of the grant proposal application must also be sent to the applicant's local conference Adventist Community Services (ACS) director. The grant proposal application can be downloaded from the North American Division ACS website at www.communityservices.org.

For further information contact: Walter Gibson, Community Development Funding Coordinator (301) 680-6436, E-mail: gibswalt@aol.com

D. Restrictions

Funding for ACS projects may only be used for humanitarian, community services projects. Humanitarian, community services projects are defined as

activities provided in the disaster response, Community Development, health, tutoring and mentoring and Adventist Youth Emergency Services Corps programs. Funds may not be used to purchase or upgrade buildings.

E. Application Process

All applicants must comply with the following project narrative. The proposal should not exceed 16 pages, which **does not** include letters of support and other supporting documents.

The Project Proposal must contain the following information in this specific order:

I. Introduction

II. Case Statement

III. Program Development: For more details, please review W.K. Kellogg Foundation – Logic Model Development Guide
<http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf>

Or University of Wisconsin Logic Model

<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>

- A. Resources/Inputs
- B. Activities
- C. Outputs
- D. Outcomes
- E. Impacts

I. Introduction

Please include a title page with the project's name and contact person's information and sponsored conference name and ACS director's information. Please give brief information about the ACS ministry that is

requesting the funds and indicate matching funds from the local church, and/or conference and the requested amount from NAD ACS.

II. Case Statement

This is the first step in preparing for philanthropy. If your organization does not have a solid case, your philanthropy potential is limited. Your organization's CASE is linked intricately with your strategic planning and your mission.

12 ELEMENTS OF THE CASE

To answer those questions, you need to study the following elements. These areas make up your knowledge base, and enable you to define your fundraising program, and the reasons your organization is worthy of support/funding.

1. Mission

- Why do we exist?
- What is the need and why is it important to meet that need?

“Your mission statement defines the human or societal needs that are central to your organization, and explains why those needs must be addressed.”

State your organization's mission statement

2. Goals

- What are you going to accomplish?
- How is your mission carried out?

List goals of the program

- Example:

–To provide meals to school children who are at risk for hunger or poor nutrition.....

–To provide the best healthcare in a caring environment which seeks to heal the whole person.....

3. Objectives

- How are you going to accomplish it?

List objectives of the program

- *Example:*

–Providing housing to homeless families for 60 days.

- By beginning a breakfast program at school for at risk children
- By providing teachers with necessary equipment and resources to teach the sciences
- By having a dormitory for homeless with a home-like setting
- By building a spiritual-emphasis program
- By having a health/fitness center for the community

4. What are your programs/services?

In this section, you list all your programs and what is involved in providing each program or service.

5. List the staff and their qualifications

- What are your staffing needs?
As part of your planning process, you should identify the job descriptions of all your staff members.
- Do you have the human resources to accomplish your mission and goal?

Who's going to accomplish this?

6. Leadership/Governance

- What is the structure of your organization?

Leadership is a core issue to philanthropic success and to campaign planning.

Do you have an active board – will they lead your next campaign?

List the board members and their professional affiliation.

7. Facilities

- Where?
- Do you have the physical resources to address your mission?
- If you don't, you must answer how you are planning in the future to address those needs.

Describe the facility.

8. Finances/Budget

- A thorough knowledge of the financial state of your organization is essential in determining your readiness for fund raising.
- Your constituents need to know that you are responsible with the funds you do have.
- Keep the financial statements, annual reports, gift-income progress reports, and cost analysis reports.

Attach a financial statement or records; i.e. bank statement, Audit Report, for the last two years.

Attach a summary of Use of Funds: Program, Fundraising, Administrative and Net Assets

9. Statement of Needs/Strategic Planning

Include a current and regularly updated statement of needs.

Describe your program needs, endowment or capital needs.

Include a Strategic plan for three to five years.

10. Evaluation/Accountability

- Program evaluation and performance measurements are essential to the continuing success of any nonprofit organization. This tool will measure the specific goals you have identified.

Include an evaluation tool for your program which measures your progress (e.g. written survey, compiling statistics, etc.)

11. Communication

- Is your public aware of your mission/program/service and do they support it?

Please attach any Media, Promotional Portfolio and Campaign Materials.

12. History

“History substantiates who you are and why you are here. But it is not a reason for your mission.”

Include a background of the organization/program – when, where, why, how, who has developed the program

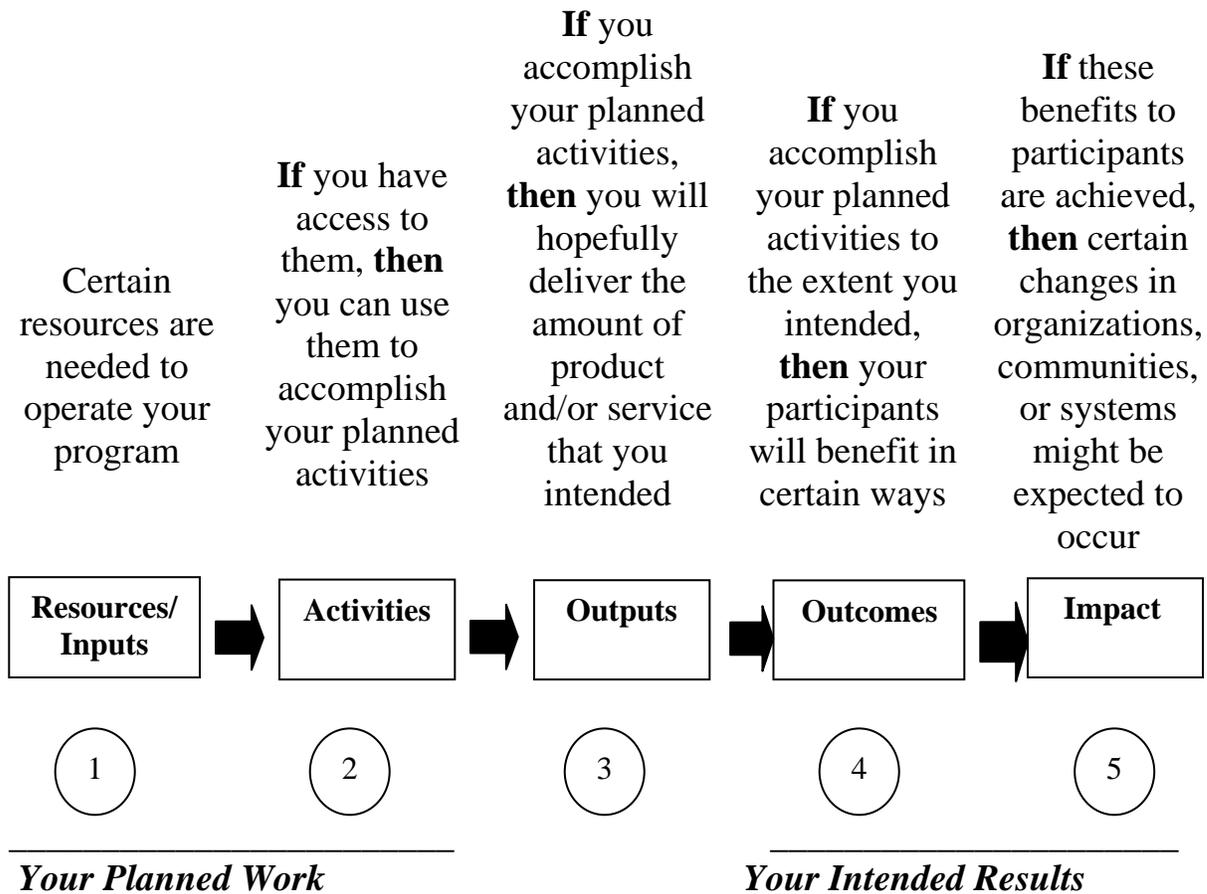
III. Program Development/ Logic Model

Please recreate the following table based on your proposal.

For more detail information, please visit

<http://www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf> or

<http://www.uwex.edu/ces/pdande/evaluation/evallogicmodel.html>



- A. **Resources/Inputs** are resources and/or barriers, which potentially enable or limit program effectiveness. Enabling *protective factors* or *resources* may include funding, existing organizations, potential collaborating partners, existing organizational or interpersonal networks, staff and volunteers, time, facilities, equipment, and supplies. Limiting *risk factors* or *barriers* might include such things as attitudes, lack of resources, policies, laws, regulations, and geography.
- B. **Activities** are the processes, techniques, tools, events, technology, and actions of the planned program. These may include *products* – promotional materials and educational curricula; *services* – education and training, counseling, or health screening; and *infrastructure* – structure, relationships, and capacity used to bring about the desired results.
- C. **Outputs** are the *direct results* of program activities. They are usually described in terms of the *size and/or scope of the services and products delivered or produced* by the program. They indicate if a program was delivered to the intended audiences at the intended “dose.” A program output, for example, might be the number of classes taught, meetings held, or materials produced and distributed; program *participation rates* and demography; or *hours of each type of service* provide.
- D. **Outcomes** are specific *changes in attitude, behaviors, knowledge, skills, status, or level of functioning* expected to result from program activities and which are most often expressed *at an individual level*.
- E. **Impacts** are *organizational, community, and/or system level changes* expected to result from program activities, which might include improved conditions, increased capacity and/or changes in the policy arena.

Types of ACS Projects:

Relief: Involves directly supplying food, clothing, or housing to someone in urgent need.

Individual Development: Includes transformational ministries that empower a person to improve physical, emotional, intellectual, relational, or social status.

Community Development: Renews the building blocks of a healthy community, such as housing, jobs, health care, and education.

Structural Change: Means transforming unfair political, economic, environmental, or cultural institutions and systems.

Application Check List

Please use this proposal check list to determine the completion of your application.

- I. Introduction

- II. Case Statement
 - 1. Mission
 - 2. Goals
 - 3. Objectives
 - 4. Programs/Services
 - 5. Staff & Qualifications
 - 6. Leadership/Governance
 - 7. Facilities
 - 8. Finances/Budget
 - 9. Statement of Needs
 - 10. Evaluation
 - 11. Communication
 - 12. History

- III. Program Development/Logic Model
 - 1. Inputs
 - 2. Activities
 - 3. Outputs
 - 4. Outcomes
 - 5. Impact

- IV. Letter of Support from Conference and or Union

- V. Copy of Tax Exempt Status

Entity Name: _____