



Christian Foundation of the West
484 E. Los Angeles Ave #228
Moorpark, CA. 93021

Year 2018 GRANT AWARDS APPLICATION FORM

Grant Application Must be Postmarked or emailed (info@cfwest.com) by Friday November 10, 2016.

I. MINISTRY INFORMATION

Name of your Ministry _____

Fed. Tax ID # _____ Exempt under Sec. 501 (c) (3) of the IRS Code? Yes ___ (attach IRS determination letter) (If no, please read eligibility requirements and attach detailed "explanation of eligibility")

What is the purpose or Mission Statement of your organization? _____

Chair of the Board _____ Phone (____) _____

Email _____

Executive Director _____ Phone (____) _____

Email _____

Treasurer _____ Phone (____) _____

Email _____

Total No. of Active Board Members _____ (attach Board Roster and % attendance in past yr.)

Total # of Staff _____ = Admin _____ + Program/service _____ Status # Part Time ____ # Full Time ____.

Total # of Volunteers _____ = Admin _____ + Program/service _____ Average Vol. Hours/Wk. _____.

II. MINISTRY STATISTICS for Most Recent Fiscal Year- Specify Year End Date:

Total individual people served by your ministry last year _____ Significant results: _____

Individuals presented with the Gospel _____ Individuals responding to Christ _____ Individuals followed up _____

III. FINANCIAL INFORMATION (Most Recent Fiscal Year, Local ministry data only): Last Year's Budget

Total Income \$ _____ Total Expenditures \$ _____ Fiscal Yr. ___/___/_____

Donation or Revenue Support Breakdown:

From: Individuals \$ _____; Churches \$ _____; Companies \$ _____; Foundations \$ _____; Other \$ _____; Programs \$ _____; Government \$ _____; Internal Funds \$ _____ (sum must equal total).



Total Expenses: \$ _____ Divided as follows: Administrative __%, Fund Raising __%, Program Services __%.

Is Administrative plus Fund Raising more than 20% of total? __Yes __No. (If yes, please explain).

Do you have an endowment of any kind? Yes __ No __ If yes, current total balance \$ _____

Do you affiliate with a larger organization? Yes __ No __. (If yes, please explain affiliation and associated fees)

IV. GRANT REQUEST INFORMATION

Amount of Request: \$ _____ for (check one): General Operations ____ Special Project ____.

In one sentence, please summarize how the funds requested will be used (attach 1 page proposal) _____

Why is this a priority or need? _____

What other ministries, etc. are working together with you to accomplish these goals? _____

Person responsible for project/proposal _____ Phone _____

Address _____

(If you need additional space, please attach separate pages and any additional support materials you wish to include)

We hereby apply for a grant in the amount listed above and certify that the information contained herein and in the attached materials is true and correct to the best of our knowledge. We have read and acknowledge the 2 page "Requirements and Procedures to Submit a CFW Ministry Fund Grant Proposal for 2018 Awards". All attachments detailed in the instructions must be submitted with this application.

Organization: _____
(Please Print)

By (authorized officer): _____ Title _____
(Please Print)

Signature _____ Date _____



REQUIREMENTS AND PROCEDURES TO SUBMIT A CFW MINISTRY FUND GRANT PROPOSAL

Part A: ELIGIBILITY and GENERAL INFORMATION 2018 AWARDS

Christian Foundation of the West makes grants to non-profit, tax-exempt charitable organizations and ministries exempt under Section 501(c) (3) of the Internal Revenue Code.

Eligibility for General Fund Grants is limited to those Christian Ministries within the Christian Foundation of the West or Missionary Church Western Region geographic boundaries.

The purpose of grants is to support activities that expand the Kingdom of God through multiplication and sustaining of healthy, effective reproducing and sustaining churches and ministries.

We will consider Grants fulfilling the purpose stated above in the following three areas:

1. Church planting, church start-ups and expansion of the church.
2. Ministering to homeless, poor, and disadvantaged
3. Ministry movements such as discipleship or stewardship

This can be accomplished either as the sole mission of the ministry, or as a key initiative. Grants are typically one time awards to help a promising ministry to become stronger, or for start-up support. Grants will not be awarded to fund missionaries or other staff who raise their own support except for new ministry start-ups. We anticipate more good applications than we can fund. Grant awards are expected to be in the \$3,000 to \$7,000 range, but could vary from this range.

The project or work for which funds are requested must exhibit:

- A high potential for success
- Qualified staff and/or volunteers and responsible Board of Directors
- Financial accountability with sound planning
- Defined goals
- Strong support from ministry leaders and the community served

No grants are made to individuals for any purpose. Grants are for **Program activity and operations only**. Grants will not increase endowment funds, previously incurred deficits from any project or operating budget, loans, or capital campaigns. (**Note to prior grant recipients**- you are welcome to apply again, however the grants committee has been asked to consider any applicant who received awards in the immediately 2 prior years as lower priority, in order to give consideration to other applicants.)

The CFW Board of Directors is solely responsible for policies and procedures. CFW may appoint advisors to review applications and make recommendations. The final decision to award grants rests with the Executive Board of CFW, and could vary from recommendations of advisors.

Grant recipients must agree to have the ministry leader and Board Chair or other Board leader attend the awards banquet to accept the award. Awardees agree to submit a written 1-2 page report to CFW within 3 months of the completion of the project detailing the project, outcomes, and use of funds.

All grant applicants, and their Board leadership are encouraged to attend the CFW Annual Grant Awards Banquet, held at Moorpark Country Club in Moorpark, California on Thursday, February 1, 2018 6:30 PM until 9:00 PM. Awardees must be present. We will celebrate the award recipients and honor each ministry who participates in the process. Call to Reserve a place. Cost \$48/person.



Part B: GRANT APPLICATION SUBMISSION REQUIREMENTS 2018 AWARDS

Application Form: An original of the **2018 CFW Grant Awards Application Form and attachments detailed below** must be fully completed with original signatures and returned by the **submission deadline, November 10, 2017**. Email to info@cfwest.com is permitted, or postmarked November 10.

A **One Page Typed Proposal Narrative** must also be submitted with the Application Form giving a more detailed description of the program or project. The proposal should be on the ministry's letterhead signed by the Executive Director or Board Chairperson. It should contain:

1. A concise description of the project or need,
2. The specific amount requested from CFW and proposed use of grant funds.
3. A summary of the total funds needed and other funding sources expected or requested
4. Describe Goals and how they will be achieved and evaluated.

Please also send **one copy** of each item below (**sequentially labeled** "A", "B", "C", "D", "E", and "F").

- A) **Financials:** Submit a one-page line-item budget, including income and expenditures for each:
- 1) **Previous** year (2016) actual income and expenses statement for your ministry.
 - 2) **Current** year budget (2017) and year-to-date income and expenses for the ministry.
 - 3) **Most recent Audit or Review:** Annual audit, review or compilation; as prepared by an independent CPA. If your organization doesn't have a CPA report, your Board Treasurer must provide a signed certification statement. CFW encourages and prefers use of an independent CPA as soon as feasible for all ministry organizations.
- B) **Board of Directors:** Include a list of the names, and background of the ministry's governing board and its officers. If the request is for a local project of a national organization, please include local committee or board leadership.
- C) **Tax-exempt Status:** Submit a copy of your federal tax-exempt determination letter under section 501(c) (3) from the Internal Revenue Code.
- D) **Financial Need:** Other financial data you wish to present to help the Foundation better understand the justification for the request.
- E) **Annual Report:** Most recent copy if available, or ministry statistics for the local work of the ministry for the previous year.
- F) **Statement of Faith:** whatever you use for this document.

Complete proposal must be postmarked or e-delivered no later than Friday, November 10, 2017 to be considered. Email address is info@cfwest.com. For E-delivery, please merge all forms into one PDF document.

Applicants will be notified of the CFW Executive Board's decision following the meeting when action is taken in early January. Call our office at 805-523-9087 or e-mail Kathy Saigeon at Kathy@cfwest.com if you have questions. The Foundation's mailing address is:

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