



The Concord Baptist ChristFund

...uplifting community with the love of Christ since 1988

*The Concord Baptist ChristFund is a ministry of
The Concord Baptist Church of Christ*

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Statement of Policy

The purpose of the Concord Baptist ChristFund is to support projects and organizations that work to uplift Brooklyn communities.

How to Qualify

1. Applicants must demonstrate the project's potential positive impact upon the intended targets with clear goals and measurable objectives.
2. Projects must be sponsored by persons of good character and good standing in the community, and institutions with a demonstrated record of commitment to the communities they serve. The Board of Governors of the Concord Baptist ChristFund reserves the right to decide upon the reasonableness of each project and its sponsor.
3. All requests for funding must be received in written form and must include the history of the organization, a bio of the project leaders, a current financial statement (within 90 days), a listing of other funders, and a use of funds statement. The Board may request additional information financial and /or program information as outlined in the official application.

Proposal Receipt Period

Grant proposal receipt period should be **March 1st** through **August 30th**; or whatever period is determined by the Board of Governors. Requests are generally acted upon by the end of the calendar year. No submission of a grant request from an organization or mere acceptance of an application on the part of the ChristFund shall constitute a commitment for funding.

Conflict of interest

Organizations of Concord not legally separated from the church are not eligible to submit a proposal.

Consecutive Proposal Submission

1. Non-awardees may submit one proposal during every proposal acceptance period until an award is granted.
2. Awardees are asked not to submit proposals in successive years.

Proposal nomination process

1. Before making its final nomination, the Board of Governors may request oral presentations of proposals before the board, and may conduct site visits to the project location.
2. The awardees will be requested to provide a summary of results of the grant in the form of a written report and explanation. The report is due after the end of the project's fiscal year. The report will be used in the decision making determination for future projects.

Acknowledgements

1. The organization agrees to acknowledge the grant in all written materials as follows: **"Funded in part by the Concord Baptist ChristFund."**

Notice

Grantees will be notified by mail of the status of the grant request. Please do not call the church to inquire.

Common Application Form

Grant Proposal Format

I. PROPOSAL SUMMARY: one-half page, maximum

Please summarize in a short paragraph the purpose of your agency. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE—Five pages maximum.

A. Background—Describe the work of your agency, addressing each of the following:

- A brief description of its history and mission.
- The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socioeconomic status, race, ethnicity, gender, age, physical ability and language.
- Current programs and accomplishments. Please emphasize the achievements of the recent past.
- Number of paid full-time staff; number of paid part-time staff; number of volunteers.
- Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services. Please explain how you differ from these other agencies.

B. Funding Request—Please describe the program for which you seek funding.

1. If applying for *general operating support*, briefly describe how this grant would be used.
2. If your request is for a *specific project*, please explain the project including:
 - A statement of its primary purpose and the need or problem that you are seeking to address.
 - The population that you plan to serve and how this population will benefit from the project.
 - Strategies that you will employ to implement your project of the individuals who will direct the project.
 - Anticipated length of the project.
 - How the project contributes to your organization's overall mission.

C. Evaluation—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

III. ATTACHMENTS—Please label all attachments to correspond to the bold-faced, capitalized items below.

A. Financial Information—Please provide the dates that each document covers.

1. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
3. Aligned side by side on the same page, **A LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal year.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

If project funding is requested:

5. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include % of time spent on project. Indicate the specific uses of the requested grant, if possible.

6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

B. Other Supporting Materials

- A list of your Board of Directors, with their affiliations.
- A copy of your most recent IRS letter indicating your agency's tax exempt status, or, if not available, an explanation.
- One-paragraph resumes of key staff, including qualifications relevant to the specific request.
- Your most recent annual report, if available.
- *No more than three* examples of recent articles about or evaluations of, your organization, if available.