UNIVERSITY Christian Church

817.926.6631 • Fax: 817.926.9674
2720 South University Drive
Fort Worth, Texas 76109

Outreach Funding Request Program & Application

Overview

The Outreach Funding Program of University Christian Church (UCC) provides financial support to non-profit organizations that promote Christian beliefs and principles through services or program. It is the commitment of UCC to reach out to the world with God's spirit of love, help and hope, sharing ministry with all, near and far. The following guidelines have been established to assist your organization in presenting a grant request in a manner consistent with our review and decision-making process. Following these specific guidelines in preparing your proposal and in submitting the requested attachments will enable the Outreach Committee to make a prompt and well-informed decision on your request.

The deadline for consideration of Grant support is the first business day in September, November, February and May. Should you have any questions concerning whether or not your proposal fits within the scope of the giving guidelines or priorities, we suggest you send a brief letter of introduction explaining your organization and the specific project.

Funding Priorities

The Outreach Funding Program seeks to make investments in communities in the hope that they can be built upon, leveraged with other gifts, and remain intact as the cornerstones of community improvement. It is the belief of the Outreach Committee that we are companions in our service to the world.

Priorities include programs that are Christian in nature with emphasis on organizations associated with Disciple of Christ ministries, human service organizations with emphasis on family, children and youth programs, and programs that foster education. Organizations with small operating budgets in which the gift will make a greater impact are particularly welcomed.

Contribution Policies & Guidelines

Decisions for funding requests are made by the members serving on the UCC Outreach Committee. Funding is made only to organizations that are tax-exempt from federal income taxation pursuant to Section 501©(3) and are not classified as private foundations with the code. Funding is primarily awarded to Fort Worth area programs, projects and services. Strong emphasis is placed on organizations within the Disciples of Christ denomination, including local, national and international programs within the interest of the congregation.

The types of support granted through the Outreach Funding Program range from $500 to $20,000 and include funding for general/operating support or specific project support. Organizations receiving funding will be required to provide a written report at the end of twelve months detailing the impact of the gift. Organizations may submit a new application every twelve months.

Except in most unusual circumstances, the Outreach Funding Program does not make grants to:

- Individuals – except as scholarship funds
- Publications
- Deficient funding
- Telethons, dinners, advertising or other sponsorship fundraising situations
- Groups that have not been in existence for more than three years
- Foundations, fraternal organizations and endowment funding

Grant Application

UNIVERSITY Christian Church

Date of Application _____

I. ORGANIZATIONAL INFORMATION

Organization Name (*Please list exact legal name as it should appear on grant award*)

_____

Street Address _____

City, State, Zip _____

Telephone _____ Fax _____ Website _____

Year Established _____

Name of Executive Director _____

Name, title and contact information of contact person regarding this grant application _____

_____

Is the organization part of the Disciples of Christ denomination? ❏ YES ❏ NO

If yes, please explain the relationship _____

_____

Number of paid staff _____

Please list any members of University Christian Church that are active with the organization _____

_____

_____

Are there opportunities for members of University Christian Church to volunteer time or talent with your organization?

❏ NO

❏ YES (*please list those opportunities below*)

_____

_____

II. FINANCIAL INFORMATION

What is the total operating budget for the organization? $ _____

Total Income Ratios

Total Program Service Expense _____%

Management & General Expense _____%

Fundraising Expense _____%

What is the closing date of the organization's fiscal year? _____

Has the organization received funding from any entity of University Christian Church in the last three years? If so, please provide a listing of all gifts received, the specific source and a brief report detailing the impact of those gifts.

_____

_____

_____

What is the amount of funding the organization is requesting? $ _____

Which Grant Category is the organization asking for funding?

❏ **General Support** - Grants made in this category are intended to fund one-time requests for general services or overall operations of the organization.

❏ **Specific Project Support** - Grants made in this category are intended to fund one-time requests for specific project support of the organization. Support may include program development, curriculum development, equipment, seed money, emergency funds, matching grants and capital campaign projects, conferences and seminars.

III.   NARRATIVE

Please summarize in a maximum of three pages the following information regarding the organizations grant request.

Background – Describe the work of the organization, addressing each of the following:
1.   Explain why the organization is requesting funding, what outcomes you hope to achieve and how the funds will be spent if a grant is made.
2.   Describe the work of your agency including history, mission statement, the need or problem the organization works to address, population served, and geographical reach.
3.   Current programs and accomplishments.
4.   Other organizations within the same geographical location providing similar service or programs.

Funding Request – Describe the program, service or project for which the organization is seeking funding, addressing the following:
1.   If requesting for general operating support, describe how this grant funding would be used.
2.   If requesting for a specific program, service or project, please explain the objective of the project including the following details.
   ■   Project name and budget
   ■   A statement of its primary purpose and the need or problem that the organization is seeking to address.
   ■   The population that is served.
   ■   Strategies used to achieve positive results
   ■   Anticipated length of project
   ■   How the program, service or project contributes to the organization's mission statement.
3.   Please explain how the organization will measure the effectiveness of the activities. Describe the criteria for a successful program, service or project and the results the organization expects to have achieved by the end of the funding period.

IV.   ATTACHMENTS

The following supporting materials will need to included with the grant application:
1.   A copy of your organization's 501©(3) IRS letter indicating the agency's tax-exempt status.
2.   A list of your Board of Directors
3.   A recent annual report, if available
4.   An operating expense budget
5.   A listing of other sources of income
6.   A brief report detailing the impact of past contributions from UCC (if applicable)

V.   VERIFICATION & APPROVAL

I hereby confirm with my signature that I have verified the information and have the authority to approve the contents of this application. The organization receiving funding from the Outreach Funding Program agrees to provide the appropriate information by the date listed in the acknowledgement letter. Furthermore, by signing this document, the representative for the organization acknowledges that the organization does not knowingly discriminate on the basis of race, color, religion, gender, national origin, age, disability, marital status or status as a veteran.

_____   _____
Print Name   Title

_____   _____
Signature   Date