



REQUIREMENTS AND PROCEDURES TO SUBMIT A CFA MINISTRY FUND GRANT PROPOSAL

Part A: ELIGIBILITY and GENERAL INFORMATION CFA 2021 GRANT AWARDS Program

Christian Foundation of America makes grants to non-profit, tax-exempt Christian churches or public charities exempt under Section 501(c) (3) of the Internal Revenue Code.

Eligibility for a 2021 Grant Award is limited to those Christian Ministries located or lead within Ventura and Los Angeles counties (California). Overseas activities are permitted when the organization itself is primarily lead within Ventura or LA county.

The purpose of grants is to support a project or activity that provides Christian Impact through effective program effort, effective reproducing and sustaining activities of 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. Community missions such as serving 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 early development. Grants will not be awarded to fund missionaries or other staff who raise their own support except for newer ministry start-ups. We anticipate more good applications than we can fund. Grant awards are expected to be in the \$4,000 to \$8,000 range but could vary from this range.

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

- A high potential for success; please focus on impact/benefit to people you are serving
- Qualified staff/volunteers. Responsible Board of Directors with strong governance and management
- Financial accountability with sound planning
- Program/project specific activity; defined goals that describe outcomes and benefits serving others
- Strong support from ministry leaders and the community served

No grants are made to individuals for any purpose. Grants are for **Program activity and Project operations only**. Grants will not increase endowment funds, previously incurred deficits from any project or operating budget, loans, or capital campaigns. Projects are preferred over General support (**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 CFA Board of Directors is solely responsible for policies and procedures. CFA may appoint advisors to review applications and make recommendations. The final decision to award grants rests with the Executive Board of CFA 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 event** to accept the award. Awardees agree to submit a **written 1-2 page report** to CFA 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 CFA Annual Grant Awards Event. Due to COVID, this year the banquet event will be tentatively scheduled in the Spring – time/date/location to be determined. Awardees must be present. We will celebrate the award recipients and honor each ministry who participates in the process.



Part B: GRANT APPLICATION SUBMISSION REQUIREMENTS 2021 AWARDS

Application Form: An original of the **2021 CFA Grant Awards Application Form and attachments detailed below** must be fully completed with original signatures and returned by the **submission deadline, TBD**. Email to: info@cfa.charity. Form must be used with no changes. Contact us for assistance. Applications that do not follow requirements will be rejected.

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 amount requested and proposed use of grant funds. (See part A for estimate of dollar range being granted.)
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").

- A) **Financials:** Submit a one-page line-item budget, including income and expenditures for each:
- 1) **Previous** year (2019) actual income and expenses statement for your ministry.
 - 2) **Current** year budget (2020) 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. CFA 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) **Annual Report:** Most recent copy if available, or ministry statistics for the local work of the ministry for the previous year. (No more than 3 pages. Please include summary if your report is longer.)
- E) **Statement of Faith:** whatever you use for this document.

Complete proposal must be sent by email or mail to be considered. Email address is info@cfa.charity. For E-delivery, please scan or merge all forms into one PDF document. The Foundation's mailing address is; Christian Foundation of America, 1 Dole Dr., Suite #3133 Westlake Village, CA 91362

Applicants will be notified of the CFA Executive Board's decision following their decision meeting in early January. Call our office at 805-523-9087 or e-mail CFA at info@cfa.charity with your questions.

<p style="text-align: center;">Deadline TBD</p>
--



Christian Foundation of America

1 Dole Dr., Suite #3133, Westlake, CA 91362 / 805-523-9087 / www.cfa.charity/ info@cfa.charity

Year 2021 GRANT AWARDS APPLICATION FORM

See Requirements and procedures for all details to apply. This Form must be completed in the space provided.

I. MINISTRY INFORMATION

Ministry Name _____

Address _____ Website _____

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): Program Support _____ 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 _____

Email _____

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 CFA Ministry Fund Grant Proposal for 2021 Awards". All attachments detailed in the instructions must be submitted with this application.

Organization: _____
(Please Print)

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

Signature _____ Date _____