



## REQUIREMENTS & PROCEDURES CFA GRANT PROPOSAL 2023 - 2024

### Part A: ELIGIBILITY and GENERAL INFORMATION FOR AWARDS

**Christian Foundation of America (CFA) makes grants to publicly supported, tax-exempt charitable organizations and ministries exempt under Section 501(c) (3) of the Internal Revenue Code.**

Eligibility for Grant program is limited to Christian Ministries located or led within Ventura and Los Angeles counties (California), as a local community outreach program for CFA's locality. Overseas activities are permitted when the organization itself is primarily led within this geographic area.

The purpose of grants is to support a project or activity that expands 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 growth, discipleship, and outreach
2. Ministering to homeless, poor, vulnerable, and disadvantaged
3. Ministry movements such as discipleship or stewardship

Grant activity can be either as the sole mission of the ministry, or as a specific initiative. Grants are one-time awards to recognize creative initiatives, to advance best practices in program effectiveness and impact, and which emphasize sharing the Gospel as part of program services. No grants will be awarded to fund missionaries or others who raise their own support. We anticipate more good applications than we can fund. Grant awards will be concentrated in the \$6,000 to \$12,000 range but could vary from this range. If your intended project requires additional funds, please note how you plan to raise the remaining amount.

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

- A high potential for success; please focus on impact/benefit to people served by the activity
- Qualified staff and/or volunteers and responsible, active Board of Directors/Governance
- Financial accountability, stable or growing, with sound planning
- Defined goals that describe outcomes and benefits. Cost effectiveness of program outcomes
- Strong support from ministry leaders and the community served

No grants are made to individuals. Grants are for **Program activity and Project operations only, and can include equipment.** Grants will not increase endowment funds, previously incurred deficits from any project or operating budget, loans, or for capital campaigns or facility/building costs. (**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 immediate 2 prior years as lower priority, to consider other applicants.). Once again, CFA has invited a Pepperdine University Non-Profit Undergrad Management Class to participate in grant deliberations on an advisory basis. This collaboration is tied to the school class schedule, the "Student Choice Award" which is for equipment, will be decided and awarded in December 2023. This will *not* affect applications eligible for the CFA Awards, and applicants may benefit from both funding sources.

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 rests with the Executive Board of CFA and could vary from recommendations of the Committee or 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 CFA within 3 months of the completion of the project, or an interim report by **September 15, 2024**, detailing the project, outcomes, and use of funds.

**All grant applicants, and their Board leadership are encouraged to attend the CFA Annual Grant Awards Banquet, held in the Thousand Oaks area on Thursday, March 28, 2024. 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 2023-24 AWARDS**

**Application Form:** Complete proposal must be submitted no later than midnight on SUNDAY October 15, 2023 to be considered. You MUST scan or merge all forms into ONE PDF document, and upload to our dedicated Dropbox link at <https://cfa.charity/grants-program/> OR compress the file and send as an attachment to [info@cfa.charity](mailto:info@cfa.charity).

The Application Form must be completed with no changes allowed after submission. Contact us for assistance. Applications not following requirements will be rejected.

**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
4. Describe Goals/Outcomes 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) **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.
- B) **Tax-exempt Status:** Submit a copy of your federal tax-exempt determination letter under section 501(c) (3) from the Internal Revenue Code.
- C) **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.)
- D) **Statement of Faith:** whatever you use for this document.
- E) **Financials:** Submit a one-page summary budget, including income and expenditures for each:
- 1) **Previous year (2022)** actual income and expenses statement for your ministry.
  - 2) **Current year budget (2023)** 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 does not have a CPA report, your Board Treasurer must provide a signed certification statement including a **Balance Sheet, Statement of Activities** and **Functional Expenses report.***

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Applicants will be notified of the CFA Executive Board's decision following the meeting when action is taken in **January**. Call our office at 805-523-9087, or e-mail CFA at [info@cfa.charity](mailto:info@cfa.charity) if you have questions or need assistance.



**2023-24 GRANT AWARDS APPLICATION FORM: *DEADLINE OCTOBER 15, 2023***

PLEASE PRINT LEGIBLY. See Requirements & procedures for all details. 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 past year's Board Roster)

\_\_\_\_\_ % board attendance during past year \_\_\_\_\_ % of Board that contributes to organization

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, explain affiliation)

**IV. GRANT REQUEST INFORMATION**

Amount of Request: \$ \_\_\_\_\_ for (check one): Program Support \_\_\_\_\_ Special Project \_\_\_\_\_

In 1-2 sentences, please summarize how the funds requested will be used, and the impact/benefit to people served. (Attach 1 page proposal. Include sustainability of programs and examples of how outcomes are measured)

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 2023-24 Awards." Complete proposal must be submitted no later than midnight on SUNDAY October 15, 2023 to be considered. You MUST scan or merge all forms into ONE PDF document, and upload to our dedicated button at <https://cfa.charity/grants-program/> OR compress the file and send as an attachment to [info@cfa.charity](mailto:info@cfa.charity).**

Organization: \_\_\_\_\_  
(Please Print)

By (authorized officer): \_\_\_\_\_ Title \_\_\_\_\_  
(Please Print)

Signature \_\_\_\_\_ Date \_\_\_\_\_