

CHRIST THE KING

“We Care / We Share” Outreach Fund

FUNDING APPLICATION PROCEDURE | Flowchart

Funding Application is received by the Outreach Endowment Advisory Board



General assessment is made as to whether the organization meets most of the Fund’s criteria



If more information is needed (in the case of a non-organization), an Advisory Board Member will perform the necessary investigative work (e.g., phone calls, internet searches, etc.)



The (completed) Application will be logged and a response letter from the Advisory Board will be sent acknowledging receipt and explaining the review process and timing



During a regularly scheduled meeting, the Advisory Board will review and determine whether an organization should/should not be included on the final recommendation list. (If “No,” the Advisory Board sends a letter of explanation to the requesting organization.)



Prior to the end of May and November, the Advisory Board meets for final review of all application requests and reaches agreement on what it deems a prudent and fair allocation of the available funds.



Final funding recommendations are submitted to Pastor for approval.

Note: For each fiscal year, the Pastor shall have sole discretion to approve and distribute up to twenty percent (20%) of the annual funded amount.