

## MISSION COMMITTEE GRANT PROCEDURE

The procedure for funding denominational benevolences, local and non-local mission programs, as well as local benevolences and educational undertakings, not duplicated in the church's annual operating budget, in the form of a non-reimbursable FPC Grant, is as follows:

1. Completion of the Information Required for FPC Grant by the sponsor and submittal of the information to the FPC Staff Representative.
2. Collection of Grant Information and summary notification to Mission Committee members by the Staff Representative prior to next meeting.
3. Evaluation of FPC Grant application information at Mission Committee meeting according to following criteria:
  - a. Priority
    - A. Denominational ((listed alphabetically, such as):
      - Austin College
      - ChoYeh
      - Disaster Relief
      - Mo Ranch
      - New Church Development
      - Pan American School
      - Presbyterian Children's Home
      - Presbyterian Seminaries
      - Schreiner University
      - Seminary Students
      - Trinity University
    - B. Local Ministry/Mission Projects (such as):
      - United Campus Ministry
    - C. Non local Ministry/Mission Projects (such as):
      - POP Ministry
    - D. Local Benevolences (listed alphabetically, such as):
      - Anson Jones
      - Boys and Girls Club
      - Habitat for Humanity
      - Health for All
      - Save Our Streets
      - Scotty's House
      - Voices for Children
  - b. Duration- Maximum three consecutive years without additional Session approval.
4. Approval/ Rejection by Mission Committee.
5. Recommendations of FPC Grant recipients by Mission Committee Chair to Session.
6. Approval by Session of FPC Grant recipients.
7. Notification of FPC Grant approval by Mission Committee Chair.
8. Grant recipients will be required to submit an Evaluation three months after the completion of the project and prior to subsequent requests.
9. Evaluation of each activity receiving FPC Grant by Mission Committee.
10. Report to Session of results of FPC Grant activity annually.

## **GRANT REQUEST**

Submitted to FPC Mission Committee

The Mission Committee makes its recommendations to the Session. Completed applications will be considered at the next meeting of the Mission Committee. Funds may be used for Presbytery, Synod, or General Assembly causes; for Presbyterian Institutions; and locally to extend the mission and ministry of First Presbyterian Church, with particular emphasis upon enlargement of the program and outreach of the church. A selected project should:

- Fill one or more major unmet needs.
- Be organized and managed by the applicant/organization.
- Be able to accommodate personal participation by members of FPCB.
- Be able to produce notable results during the first year.
- Require no long-term commitments after the first year.

### **INFORMATION REQUIRED FOR FPC GRANT APPLICATIONS**

1. Background information
  - A. Organization name
  - B. Purpose of organization
  - C. Number of people served and where; population segments served
  - D. Summary of organizational activities
    1. Activities / Programs
    2. Success to date in meeting purpose
  - E. Organization structure
    1. Name of paid chief staff person or executive officer
    2. Board of Directors
    3. Number of paid, full-time staff employees
    4. Number of paid, part-time employees
    5. Are volunteers used in your activities? How many? In what ways?
  - F. Financial Statements, latest three fiscal years (audited if available).
  - G. Current operating budget
  - H. Tax status: A copy of the IRS tax-exempt letter qualifying your organization as a public charity organization as defined in section 501(c) (3) of the Internal Revenue Code.
2. Summary of proposed activity for which funds are requested.
  - A. Specific goal(s) or objective(s) of the project
  - B. Justification for need
  - C. Proposed staff and administrative plan
  - D. Date for implementation
  - E. Itemized budget
  - F. Do you plan to fund this project with funds on hand, funds pledged, or from some other source?
  - G. Specific amount requested
  - H. How will you evaluate the impact or success of this project?

Please submit completed application to:

Rev. Ted Foote  
First Presbyterian Church  
1100 Carter Creek PKWY  
Bryan, TX 77802  
(979) 823-8073