



Presbytery of West Jersey
1701 Sycamore Street, Haddon Heights, NJ 08035
Voice: 856.547.5100 Web site: www.wjpresbytery.org

2011 Mission Funding Application for Organizations

Submission Deadline: May 10, 2010

Thank you for submitting this application for mission funding. We look forward to reviewing your request.

Please open this MS Word document on your computer, complete it and Email a copy to the presbytery office to: pamc@wjpres.net.

A completed, signed form, with any required attachments must be mailed by May 10, 2010 to: **The Presbytery of West Jersey, Mission Committee, 1701 Sycamore St., Haddon Heights, NJ 08035, Attn.: Pam Cosans, Administrative Assistant**

About The Application

- The Mission Committee receives many requests for funding, and must have sufficient time to review each of them. Applications that meet the required criteria, and are approved by the committee, will then be included on the 2010 Proposed Mission Funding Budget, which the Mission Committee must submit to Presbytery at the September, 2010 Meeting for review. Therefore, your fully completed application must be received no later than May 10, 2010. Late submissions CANNOT be considered for the 2011 funding cycle. **The 2011 Mission Budget is voted on for approval at the November, 2010 Presbytery Meeting.** You will be notified, in writing, of the Presbytery's decision.
- **Applicants must attach a copy of their Financial Statement**

If you need help in completing this Application, or have questions, please contact Mission Committee Chairperson, The Rev. Don Painter by Email: Loganpres@verizon.net

The Presbytery of West Jersey Is Committed to New Church Development And Transformation of Existing Congregations

The Mission Committee's funding process will give priority to:

The development of new congregations; The transformation of existing congregations;
Community-directed outreach projects provided by existing congregations or the Presbytery;
Faith based programs that meet human need,
especially those supported by churches within the Presbytery.

DATE: _____

AMOUNT OF FUNDING REQUESTED: \$ _____

About Your Organization

1. *Number of Staff:* _____ *Paid full-time staff:* _____

Paid part-time staff: _____ *Volunteers:* _____

2. *Is your organization an IRS 501(c)(3) not-for-profit?* YES NO

If no, please explain: _____

3. *This Funding Request is for:* (Check One) A. General Support B. Project Support

4. *Total organizational budget for current year:* \$ _____

5. *A brief description of its history and mission:* _____

6. *The need or problem the organization works to address and the population the agency serves:*

7. *Current programs and accomplishments:* _____

8. *Proposal summary:*

a. Briefly explain why your organization is requesting this funding: _____

b. What outcomes do you hope to achieve: _____

c. How you will spend the funding if it is granted: _____

d. What strategies do you plan to employ to implement the project, and what is the staffing pattern:

9. *Evaluation - How will you measure the effectiveness of your activities? Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period:*

See next page for required attachments.

Signature

Title

(Please Print Name)

Date: _____

Submission Deadline: May 10, 2010

ATTACHMENTS - Please label all attachments to correspond to the capitalized items below:

A. Financial Information - Please provide the dates that each document covers.

1. **Your MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
2. Aligned side by side on the same page, your **OPERATING EXPENSE BUDGET** for the current and most recent fiscal year.
3. Aligned side by side on the same page, A **LIST OF** foundation and corporate **SUPPORTERS** and all other sources of income, with amounts, for your current and most recent fiscal years.
4. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.

If project funding is requested:

5. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include percentage of time spent on project. Indicate the specific uses of the requested funding.
6. A list of all **SOURCES OF INCOME** toward the project, actual and prospective, with amounts.

B. Other Supporting Materials

1. A list of your Board of Directors, with their affiliations.
2. A copy of your most recent IRS letter indicating your organization's tax exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.
4. Your most recent annual report.
5. *No more than three* examples of recent articles about, or evaluations of, your organization.

Submission Deadline: May 10, 2010

This application is available on the Presbytery's Web site: www.WJPRESBYTERY.org

Presbytery of West Jersey, Committee on Mission, 1701 Sycamore St., Haddon Heights, NJ 08035
856.541.5100 FAX 856.547.3260

You will find this application available on
The Presbytery's Web site: www.WJPRESBYTERY.org