



**Mission Committee**  
**Funding Criteria and Application**

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**Overview: First Presbyterian Church of Libertyville**

First Presbyterian Church of Libertyville is a congregation of The Presbyterian Church (U.S.A.). Our mission is to live in God's love, inviting all as neighbors to follow Jesus Christ. We envision our life together as a companionship of faith on a spiritual adventure following Jesus Christ. In following Christ's example, our church engages in mission that gives life and expression to the Great Ends of the Church as articulated in our Constitution.

**Mission: Participation in God's Activity**

As we discern our participation in God's activity in the world, we invite organizations, agencies and individuals to share with us in the mission of our church. Seeking to be a more effective instrument of mission, activities will focus on specific mission groups: Hunger and Health, Shelter/Housing, Proclamation of the Gospel and Kairos (mission opportunities that respond to God's unique timing). We see these mission groups as specific ways to nurture the body and soul of individuals, our community, nation and the world.

**Funding Criteria:**

Only applicants that demonstrate mission in one or more of the following mission groups are eligible for funding: Hunger and Health, Shelter/Housing, Proclamation of the Gospel and Kairos (mission opportunities that respond to God's unique timing)

Preferences may be given to applicants that have an established connection with

- First Presbyterian Church of Libertyville
- The Presbyterian Church (U.S.A.)
- a Christian organization
- an interfaith organization

We actively seek relationships with organizations where opportunities exist for congregants to become personally involved with the work of the organization.

**Application Process:**

Applications may be submitted once per year. Application submission deadlines for 2010 are noted below. To allow time for review and site visits as applicable, applications will be processed for review over a three month period. Every effort will be made to inform the applicant of the final outcome of the application process in a timely manner.

<b>Mission Group</b>	<b>Deadline</b>
• Hunger and Health	February 20
• Shelter/Housing	April 5
• Proclamation of the Gospel	July 5
• Kairos	October 4

Organizations and individuals will be funded as long as funds are available at the time the application is received and considered. Approved funding may occur throughout the year at the discretion of the Session of First Presbyterian Church of Libertyville.



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**Final Check List:**

1. Incomplete applications may not be considered without comment.
2. Funding applications must include budget information for the last fiscal year and a projected budget for the next year.
3. Funding applications must include the most recent audited financial statement.
4. For not-for-profit organizations, applications must include documentation of legal status.
5. A completed application must include a one-page written summary, with photos as appropriate, suitable for publication.
6. Providing additional documentation or information other than that which is requested is neither necessary, nor will it influence the funding decision, and may be totally disregarded.
7. Please provide requested information in the space provided on the application form. Use additional pages as directed or necessary.
8. For those receiving past funding from the Mission Committee, submit a completed Project Progress Report.
9. Sign application form.
10. Retain copy of documents for your record.

This form may be submitted electronically to [fpcommissionsapp@gmail.com](mailto:fpcommissionsapp@gmail.com). While every effort should be made to use the application provided, the writer has specific permission to adapt this form for ease of submission.



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Check one: \_\_\_ Initial Application  
          \_\_\_ Renewal Application

Date\_\_\_\_\_

1. **Amount Requested:**         \$ \_\_\_\_\_

**Mission Group:**

- a. Hunger and Health             \_\_\_\_\_
- b. Shelter / Housing            \_\_\_\_\_
- c. Proclamation of the Gospel   \_\_\_\_\_
- d. Kairos (God's timing)        \_\_\_\_\_

2. **Name of organization, agency or individual submitting application:**

- a. Name\_\_\_\_\_ Position \_\_\_\_\_
- b. Phone number \_\_\_\_\_ E-mail \_\_\_\_\_
- c. Address\_\_\_\_\_
- d. City\_\_\_\_\_ State\_\_\_\_\_ Zip code\_\_\_\_\_

3. **For not-for-profit organizations, indicate legal status. Provide documentation of status as an attachment to this application form.**

4. **Name of primary contact for organization, agency and/or program:**

- a. Name\_\_\_\_\_ Position \_\_\_\_\_
- b. Phone number \_\_\_\_\_ E-mail \_\_\_\_\_
- c. Address\_\_\_\_\_
- d. City\_\_\_\_\_ State\_\_\_\_\_ Zip code\_\_\_\_\_

5. **Name of person completing application:**

- a. Name\_\_\_\_\_ Position \_\_\_\_\_
- b. Phone number \_\_\_\_\_ E-mail \_\_\_\_\_
- c. Address\_\_\_\_\_
- d. City\_\_\_\_\_ State\_\_\_\_\_ Zip code\_\_\_\_\_

6. **Location of program or service area, if not the same as # 2 above:**

- a. Address\_\_\_\_\_
- b. City\_\_\_\_\_ State\_\_\_\_\_ Zip code\_\_\_\_\_

7. **Summary of intent and purpose:**

Please include a statement of your goals and objectives on the following page. Please do not exceed one page.



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**Summary of goals and objectives:**



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**8. Presbyterian (PCUSA) support:**

What Presbyterian (PCUSA) churches and/or agencies provide support? Please list them as indicated below. If additional space is needed, please include them on a separate page.

a. Name of church and/or agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

b. Name of church and/or agency \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

**9. Ecumenical and/or interfaith connections:**

Is the program supported by other denominations or interfaith organizations? If yes, please list them as indicated below. If additional space is needed, please include them on a separate page.

a. Name of organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

b. Name of organization \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Contact person \_\_\_\_\_ Position \_\_\_\_\_  
Phone number \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_



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**10. Local Community Involvement:**

Indicate how the organization demonstrates empowerment of the community of need in the creation, development and implementation of the program in the space below.

**11. First Presbyterian Church of Libertyville Congregant Involvement:**

Indicate specific ways that congregants from our church can be actively involved in the organization in the space below. If additional space is needed, please provide as an attachment to the application.



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**12. Budget:**

Please enclose copies of the organization's budget for the last fiscal year and the proposed budget for next year. Budgets should include: itemized income including sources; itemized expenses included administrative overhead detailed (salaries, rent, utilities, operating costs) and expenses.

Provide the most recent audited financial statement as an attachment to this application.

a. Total organization budget: \$ \_\_\_\_\_

b. List other sources of funding. If additional space is needed, please include them as an attachment to this application.

Name of source _____	Amount Requested \$_____	Amount Received \$_____
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Name of source _____	Amount Requested \$_____	Amount Received \$_____
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Name of source _____	Amount Requested \$_____	Amount Received \$_____
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Name of source _____	Amount Requested \$_____	Amount Received \$_____
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c. List salaried and hourly positions

d. List volunteer positions

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**13. Board of Directors:**

Please list the names of the members of the Board of Directors. Use separate sheet as necessary.

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**14. Prior Mission Committee Funding:**

Has your organization received funds from the Mission Committee in the past?

Yes\_\_\_\_\_ No\_\_\_\_\_ Unsure\_\_\_\_\_

**If yes, please complete the “Progress Report” on the following page. Please note that this form is required from all organizations funded by the Mission Committee in the past. Future funding will not be considered without this report.**

**15. Signatures:**

By your signature you agree that:

- a. all of the information is accurate and complete
- b. permission is given to First Presbyterian Church of Libertyville to use the summary and/or one page story and photos for publication purposes

Signature of primary contact: \_\_\_\_\_

Title\_\_\_\_\_ Date\_\_\_\_\_

Signature of person completing application: \_\_\_\_\_

Title\_\_\_\_\_ Date\_\_\_\_\_





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Progress Report**

**1. Number of years and level of prior funding:**

Indicate the period by the date you received funding.

Last funding period	Amount	Prior funding period(s)	Amount(s)
-----	\$-----	-----	\$-----
		-----	\$-----
		-----	\$-----
		-----	\$-----

How many years has this program and/or organization been in operation? \_\_\_\_\_

**2. Accomplishments:**

Please limit your response to the following questions to an outline of accomplishments. No more than two pages, plus attachments, please.

- a. What specific actions did your organization take during the past year to accomplish the objectives outlined in your application to the Mission Committee? What difficulties did you encounter in meeting your stated objectives?
- b. Describe your evaluation process (the process by which you determine whether you have met your objectives).
- c. How has the implementation of your project so far helped your organization develop in the following areas: leadership, resources, membership base, and when applicable, relationships with the church and/or other faith groups?
- d. Explain how poor and disadvantaged people, have benefited from and/or have become more involved in the organization and management of this project in the past year.
- e. Compare your budget projections (in the original proposal), both receipts and expenditures, with actual performance to date. Include audited financial report.