



## 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: Health and Hunger, Karios (mission opportunities that respond to God's unique timing), Proclamation of the Gospel, and Shelter & Housing. 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 applications that demonstrate mission in one or more of the following mission groups are eligible for funding: Health and Hunger, Karios (mission opportunities that respond to God's unique timing), Proclamation of the Gospel, and Shelter & Housing.

Preference may be given to applicants that have 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 deadline follow the below deadlines. 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>
• Health and Hunger	February 1
• Shelter & Housing	April 1
• Karios	July 1
• Proclamation of the Gospel	July 1

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. Additionally it 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. Those receiving past funding from the Mission Committee should submit a completed Project Progress Report (see page 9).
9. Sign the application form.
10. Retain a copy of the documents for your records.

The application and supporting documents may be submitted electronically to [fpcmissionsapp@gmail.com](mailto:fpcmissionsapp@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. Health and Hunger

b. Karios (God's Timing)

c. Proclamation of the Gospel

d. Shelter & Housing

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

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**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:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**5. Name of person completing application (if different from number 4):**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



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**6. Location of program or service area (if different from number 2):**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_



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### **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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### 8. Presbyterian (PCUSA) Support:

a. Name of church and/or agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

b. Name of church and/or agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### 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 an additional page.):

a. Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

b. Name of organization: \_\_\_\_\_



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Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **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 the next year. Budgets should include: itemized income including sources; itemized expenses including administrative overhead detailed (salaries, rent, utilities, operating costs, etc.), and expenses. Use separate sheet as necessary

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: \$ \_\_\_\_\_

Name of source: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Name of source: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

Name of source: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_

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 on a separate sheet.





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### Mission Committee 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.



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