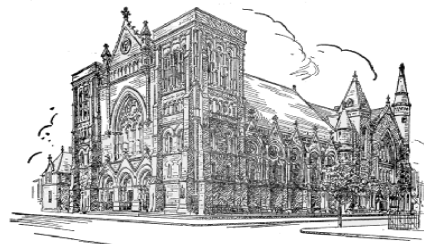


Rev. Anthony L. Trufant
Senior Pastor



Organized in 1881

Luther C. Jones
Business Manager

Mission and Benevolence Fund

Guidelines for Benevolence Grants to Community-based Organizations and Key Institutions

The following guidelines govern proposals from lay organizations engaged in human service activities. Historically, the Mission and Benevolence Fund has supported a range of lay organizations including community-based organizations, educational institutions, domestic and international public health initiatives, and advocacy groups. Priority is given to organizations that serve the Brooklyn community in which Emmanuel Baptist Church is located.

A completed cover sheet, proposal, and associated attachments should be submitted **by mail** to: Mission and Benevolence Fund

Emmanuel Baptist Church
36 St. James Place
Brooklyn, New York 11205

Proposals are reviewed at several intervals during the year and grants are awarded as resources allow. The maximum grant size is \$5,000. For additional information about the Fund, please see the Emmanuel Baptist Church website: www.ebc-nyc.org If you have questions about the guidelines or your organization's eligibility, please email us at benevolence@ebc-ny.org.

Churches and affiliated organizations seeking support for mission projects, leadership development, church planting, discipleship development, seminary education, and local evangelism should submit an inquiry letter using the Mission Grant Guidelines posted on www.ebc-ny.org.

While we do not require that you use a specific format, please carefully review the guidelines below to ensure that your proposal responds to each category.

NARRATIVE

(please limit yourself to no more than 5 pages)

Organizational Mission and Capacity – describe the work of your organization and address each of the following:

- A brief description of the its history and mission

Christ Centered – Biblically Based – Mission Oriented – Culturally Relevant – Gift Based – Excellence In Ministry – Partnering Through Prayer

EMMANUEL BAPTIST CHURCH ~ 36 ST. JAMES PLACE ~ BROOKLYN, NEW YORK 11205 ~ 718-622-1107 ~ 718-622-3343/fax ~ Email: info@ebc-ny.org ~ Website: www.ebc-ny.org

- The need or problem your organization works to address, and the population that your agency serves, including geographic location, demographic profile (income level, education attainment, race, ethnicity, gender, age, etc.) or other target criteria. Describe your recruitment criteria or selection process for services.
- Current Programs - briefly describe the services you offer.
- Recent Results - Over the last two years, who how many participants have benefited from your services and how have they benefited? List recent evaluations and findings where applicable.

Defining Success - Use the following guidelines to describe the definition of success for your organization (or project, if seeking targeted support) and how you will know if you reach it.

- What outcomes (results) do you seek to achieve?
- What activities will you engage in to reach those outcomes?
- Why are you confident that those activities will result in the outcomes you seek?
- What measures will you use to confirm that you have been successful?

FINANCIAL AND MANAGEMENT ATTACHMENTS

Include each of the following with your application

- Audited financial statement or Form 990 for the last fiscal year.
- Organizational operating budget for the current fiscal year.
- List of foundation, government, and corporate supporters and other major income sources for the last fiscal year. Include amount from each source.
- List of foundation, government, and corporate supporters and other major income sources for the current fiscal year. Include amount from each source.
- List number of full-time employees, part-time employees, and volunteers. Provide a one-paragraph biographical sketch for key staff.
- List of board of directors and their affiliations.
- A copy of your most recent IRS Letter indicating your agency's tax exempt status. If another organization is serving as the fiscal sponsor for your project, include their IRS letter and a statement attesting to your relationship with them.
- If you received a grant from the Fund last year, provide a summary of how the grant was used and how it made a difference.

COVER SHEET

Complete the cover sheet on the next page and submit it with your proposal.

Emmanuel Baptist Church
Mission and Benevolence Fund

COVER SHEET

Please submit this cover sheet or a reasonable copy with your application.

Date:

Legal Name of Organization:

Purpose of Grant (Limit of 50 words):

Request Amount:

Address of Organization:

Telephone:

Fax:

Email:

Website:

Executive Director:

Contact for Proposal Follow Up (if not Executive Director):

Have you included all the required attachments? If no, please explain.