

The First Presbyterian Church Bergstrom Grant Committee

GUIDELINES COVERING DISTRIBUTION

Thank you for contacting the Bergstrom Committee at First Presbyterian Church of Neenah concerning a possible grant for your project. Please read the application carefully and use the format/guidelines for your proposal.

When applying for a grant, please note the following:

Application deadline date is March 31, 2024.

Creative Purpose

The fund is designed to make programs possible, that would not be possible under the normal budget of a church or organization. The funds are, however, not to be used in any way to relieve the congregation of normal operating expenses.

Annual vs. Permanent Grants

Under the principles of distribution of income adopted by the Session on August 10, 1959, grants may be made to the same recipient in successive years, but no commitment may be made for more than one year at a time. Thus each grant must be considered each year.

- (1) The immediate “purpose of the church” is the furthering of God’s Kingdom in our local church, in our community, in our state, nation, and world. It would seem, therefore, that projects should fit under this principle.
- (2) The “purpose of the church” nationally and throughout the world is being achieved primarily through the councils and agencies of the General Assembly. Under each of these councils there is always the need for support in the general work and special projects of a temporary or experimental nature. While the above will ever constitute areas of interest and concern to the church, it would be our normal purpose to make designated gifts for specific purposes and clearly defined objectives wherever possible, rather than undesignated gifts toward general denominational programs.
- (3) Projects relative to the life of the local church not in the budget may be launched by a grant, but ordinarily shall not be financed beyond the year of their inception.
- (4) Grants shall not be so established as to encourage recipients to presume they have a right or legitimate expectation to be aided regularly. Nor shall any commitment be made for more than one year, although this would not preclude cumulative grants representing apportionments voted in two or more successive years.
- (5) Grants to capital fund drives shall be examined very closely as they are always with us and would rapidly deplete our resources and preclude more creative use of the funds.

Any questions on completing the grant application should be directed to the Bergstrom Committee through the church.

Thank you for your interest.

The Bergstrom Committee

**FIRST PRESBYTERIAN CHURCH OF NEENAH, WISCONSIN
JOHN N. BERGSTROM GRANT APPLICATION**

GRANT APPLICATION

Application Filing Date: _____ Amount Requested: _____

Agency/Organization: _____

Address: _____

Phone: _____

Chairperson of Governing Body: _____

Project Title: _____

Name and Title of Project Contact Person: _____

Duration of Project: From: _____ To: _____

When are the Funds needed? _____

Location of where project will occur: _____

Number of participants in the project: _____

APPLICANT INFORMATION

Date Organization Established: _____

Number of Employees: Full Time: _____ Part Time: _____

Total Operating Expenses for Past Fiscal Year: \$ _____ for Current Year: \$ _____

Percentage of past fiscal year operating budget used for fund raising _____%

Percentage of past fiscal year operating budget used for administration _____%

Does the organization have FEDERAL tax-exempt status? _____ If no, please explain:

Does the governing board have a policy which states that the organization does not discriminate due to age, race, religion, sex or national origin? Yes _____ No _____

The chief executive officer, president or another officer of the organization's governing board, must sign this application:

Signature	Title	Date
-----------	-------	------

----OFFICE USE ONLY----		
FINAL ACTION:	REQUEST DECLINED	REQUEST GRANTED, Amended as follows:
Amount: \$ _____		Date to be Paid _____

Please choose one field, which most closely applies to your program or project:

_____ Human Services

_____ Education

_____ Arts/Culture

_____ Health Care Community Development

_____ Religion

Would you please identify the funders that you have approached for this program or project:

<u>Agency</u>	<u>Amount</u>	<u>Approved Denied or Pending</u>
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

COMMON GRANT APPLICATION PROPOSAL OUTLINE

Please provide the following information clearly and concisely with adherence to the recommended space limitations. The format is intended as a guide; not every item will be relevant to every application.

INTRODUCTION (not to exceed 1 page)

PROJECT SUMMARY/ABSTRACT: In one paragraph of no more than 100 words, summarize the project including the purpose/need, proposed outcome(s) and strategy for achieving them, estimated costs, and amount requested from the funder.

AGENCY INFORMATION: Describe the Agency/Organization and its mission, population served and geographic area of service.

PROJECT NARRATIVE (not to exceed 5 pages)

PURPOSE STATEMENT/NEEDS ASSESSMENT

- Describe the purpose of the proposed project, the area need(s)/issue(s) which it addresses, and the significance of the issue(s).
- Document the size and characteristics of the population to be served. How will you reach this population?
- Describe the geographic area targeted by this project.
- Explain how the proposal would expand or complement existing community services and describe any arrangements to collaborate with other organizations.
- Address the relationship between the proposed project and the agency's mission: describe the organization's capacity to undertake the proposed project by documenting past accomplishments and providing evidence of participant and community support.

FUNDING PLAN

- **Current and future Funding:** Describe the financial plan for current and future support of the proposed project. What is the rationale for the amount requested? If other funding is necessary to complete the project budget, where will it come from? If the project will be continued beyond the grant period, how will it be supported?
- **Project Budget:** Present a line-item budget, including project expenses and all income sources.

Please submit one copy of each of the following attachments with the completed proposal:

- Complete list of the organization's officers and directors.
- The organization's actual income and expense statement for the past fiscal year, identifying the organization's principle source of support.
- The Organization's proposed income and expense budget for the current fiscal year, identifying the projected revenue sources.

SAMPLE PROJECT BUDGET

Organization _____ Project Title _____

REVENUE SOURCE	PROPOSED/PENDING	APPROVED/RECEIVED
1. Contributions (list)		
2. Other Foundations (list)		
3. United Way(s)		
4. Fees for Service from Government		
5. Government Grants		
6. Membership Dues		
7. Service Fees		
8. Other (list)		
9. In-kind Contributions		
TOTAL REVENUE		

EXPENSES	
1. Salaries	
2. Benefits	
3. Payroll Taxes	
4. Supplies	
5. Telephone	
6. Postage & Shipping	
7. Occupancy (Rent & Utilities)	
8. Rental and Maintenance of Equipment	
9. Printing	
10. Travel	
11. Other (list)	
TOTAL EXPENSES	