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*The***FIRST**
PRESBYTERIAN
CHURCH
in PHILADELPHIA

MISSIONS COMMITTEE GRANT APPLICATION FOR CALENDAR YEAR 2024

Grant applications must be made on an annual basis and funding amounts are for one year. To be considered for inclusion in the budget recommendations of the Missions Committee for calendar year 2024, **applications must be received by September 15, 2023** and should be **emailed to missions@fpcphila.org**. Later applications may be considered if funds are available.

PART A: GENERAL INFORMATION *(to be completed by all applicants)*

1. Date
2. Name of Organization
3. Address
4. Contact Person
 - a. Title
 - b. Address (if different from organization address)
 - c. Telephone work cell home
 - d. Email Address
5. What is your total budget for 2024?
6. Has your organization received funding from FPC in the past? Yes No
If NO, please provide the information requested in **PART B** and **PART C**.
If YES, please provide the information requested in **PART C** and **PART D**.
 - a. Year Funding Was Received
 - b. Amount of Funding Received
7. Please provide an estimate of the number of people your organization serves:
8. **Please provide a copy of the most recent Annual Report for your organization.**

PART B: FIRST TIME APPLICANT INFORMATION *(only for 1st-time applicants)*

1. When was your organization established?
2. If your organization is a 501(c)(3), please provide supporting documentation (such as a copy of your IRS determination letter).

PART C: INTENDED USE OF THE GRANT *(to be completed by all applicants)*

Please attach your responses to the questions in Part C in a Word or PDF document.

1. If the grant will be for general operating expenses, please describe:
 - a. Generally, how funding is used by your organization (such as rough percentage for administration, marketing, staff expenses, etc. vs. direct program funding)
 - b. The demographic or population to be served
 - c. What the organization does and what benefit it provides to the community (an annual report may be submitted)
2. If the grant is being requested for a specific program or project (such as a career development program or refurbishing a kitchen for communal meals), please provide the following information:
 - a. The name of the program/project
 - b. The demographic or population to be served
 - c. The purpose of the program/project
 - d. If a program (or an extended project), how long has it been in existence
 - e. Any background information on the program/project that reflects the goals and evaluation methods for past years, if available, and the coming year
3. What is the plan to maintain operations and/or foster growth in your organization for the upcoming year?
4. Are there other types of supports (other than financial) that your organization may need from FPCP? Please describe.
5. Please describe any volunteer opportunities for FPCP members, related to the grant application or otherwise, within your organization.

PART D: REPORT ON PAST USE GRANT FROM FPCP *(for previous grant recipients)*

Please attach your responses to the questions in Part D in a Word or PDF document.

If, in the year preceding the year for which you are applying, your organization received a grant from FPCP for a specific program or project, please provide the following information:

1. The amount of the grant received
2. The name of the program/project
3. The demographic or population served
4. The purpose of the program/project
5. A short paragraph describing the program/project, its success, impact, and evaluation methods.
6. Rough percentages showing how the program funding was allocated (e.g. for administrative expenses, marketing, direct program funding, salaries, equipment expenses, etc.)
7. Re: volunteer opportunities for the year the program-specific grant was received:
 - a. Were volunteer opportunities available and communicated to FCPC with your application or thereafter?
 - b. Did FPCP members volunteer?
 - c. If they did, roughly how many, how often, and in what capacity?