

First Baptist Church of Wilmington Funding Application Form

Revised March 2016

Dear Nonprofit Colleague,

The mission of FBC Wilmington is “To become and help others to become, fully devoted followers of Jesus Christ.” Part of becoming a follower of Christ is fulfilling the teaching from Matthew 25.

³⁵ For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, ³⁶ I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.’ *Matthew 25:35-36*

In order to feed the hungry, clothe the naked, and care for the sick, FBC partners with local, national, and international organizations who are already doing this work. We are pleased to introduce the First Baptist Church of Wilmington Funding Application form. FBC Wilmington developed this form to make the fund seeking process more efficient for local organizations.

Please submit completed application form to Don Vigus, Minister of Missions at First Baptist Church of Wilmington, 411 Market St, Wilmington, NC 28401 or email to dvigus@fbcwilmington.org.

FUNDING PROCESS OVERVIEW

1. February-April: FBC Wilmington solicits funding requests from local organizations
2. August 31: Deadline for organizations to submit Funding Application Form to FBC
3. September-October: FBC reviews all funding requests.
4. December: Organizations are notified of the funding decisions by FBC.
5. January-December: Funds are distributed to organizations.

RESOURCES

To download the Form, visit FBC Wilmington’s website at:
<http://fbcwilmington.org/#/missions/funding-application>

FBC Wilmington Funding Application Form

Funding Application Cover Sheet

Date of application: _____

Organization Information

<i>Name of organization</i>	<i>Legal name, if different</i>		
<i>Address</i>	<i>City, State, Zip</i>	<i>Employer Identification Number (EIN)</i>	
<i>Phone</i>	<i>Fax</i>	<i>Website</i>	
<i>Name of executive director</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
<i>Name of contact person regarding this application</i>	<i>Title</i>	<i>Phone</i>	<i>E-mail</i>
Is your organization an IRS 501(c)(3) not-for-profit?		_____ Yes	_____ No
<i>If no, is your organization a public agency/unit of government?</i>		_____ Yes	_____ No
<i>If no, explain the designation of your organization:</i>			

Proposal Information

What is the mission statement of your organization?

Please give a 2-3 sentence summary of request:

Population served:

Geographic area served:

Funds are being requested for (check one)

_____ General operating support	_____ Start-up costs	_____ Capital	
_____ Project/program support	_____ Technical assistance	_____ Other (list)	_____

Project dates (if applicable): _____ Fiscal year end: _____

Budget

Dollar amount requested:	\$ _____
Total annual organization budget:	\$ _____

Authorization

Name and title of authorized representative: _____
Signature _____

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PROPOSAL NARRATIVE

Please use the following outline as a guide to your proposal narrative. Include up to five pages, excluding attachments. Also, include a cover letter with your application that introduces your organization and proposal and makes the link between your proposal and the mission of FBC Wilmington. For assistance, please contact Don Vigus dvigus@fbcwilmington.org (910) 619-4800 at FBC Wilmington.

I. ORGANIZATION INFORMATION

- A. Brief summary of organization history, including the date your organization was established.
- B. Brief summary of organization mission and goals.
- C. Brief summary of how your organization's goals align with the mission of FBC Wilmington.
- D. Brief description of organization's current programs or activities, including any service statistics and strengths or accomplishments. Please highlight new or different activities, if any, for your organization.
- E. Your organization's relationship with other organizations working with similar missions. What is your organization's role relative to these organizations?
- F. Number of board members, full-time paid staff, part-time paid staff and volunteers.
- G. The opportunity, challenges, issues or need currently facing your organization.

II. PURPOSE OF FUNDING

1. Overall goal(s) of the organization for the funding period or project.
2. Objectives or ways in which you will meet the goal(s).
3. Activities and who will carry out these activities.
4. Time frame in which this will take place.
5. Requested timing for disbursement of funds.
6. Long-term funding strategies.

III. EVALUATION

- A. Please describe your criteria for success. What do you want to happen as a result of your activities? You may find it helpful to describe both immediate and long-term effects.
- B. How will you measure these changes?
- C. Who will be involved in evaluating this work (staff, board, constituents, community, consultants)?
- D. What will you do with your evaluation results?

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ATTACHMENTS

Please provide the following attachments:

1. Finances

- Organization budget for current year, including income and expenses.
- Project budget (if applicable)

2. List of board members and their affiliations.

3. Brief description of key staff, including qualifications relevant to the specific request.

4. A copy of your current IRS determination letter (or your fiscal agent's) indicating tax-exempt 501(c)(3) status.

PROPOSAL CHECKLIST

- Cover letter.
- Cover sheet.
- Proposal narrative.
- Organization budget.
- Project budget (if applicable).
- List of board members and their affiliations.
- Brief description of key staff.
- IRS determination letter.

Please submit completed application form and attachments to Don Vigus, Minister of Missions at FBC Wilmington. dvigus@fbcwilmington.org

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ORGANIZATION BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government Fundings	\$ _____
Foundations	\$ _____
Corporations	\$ _____
United Way or other federated campaigns	\$ _____
Individual contributions	\$ _____
Fundraising events and products	\$ _____
Membership income	\$ _____
In-kind support	\$ _____
Investment income	\$ _____
 <i>Revenue</i>	
Government contracts	\$ _____
Earned income	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Income	\$ _____

EXPENSES

<u>Item</u>	<u>Amount</u>
Salaries and wages	\$ _____
Insurance, benefits and other related taxes	\$ _____
Consultants and professional fees	\$ _____
Travel	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Printing and copying	\$ _____
Telephone and fax	\$ _____
Postage and delivery	\$ _____
Rent and utilities	\$ _____
In-kind expenses	\$ _____
Depreciation	\$ _____
Other (specify)	\$ _____
_____	\$ _____
_____	\$ _____
Total Expense	\$ _____
Difference (Income less Expense)	\$ _____