

**ST. JOHN'S UNITED CHURCH OF CHRIST  
GRANT APPLICATION GUIDELINES**

**Fundamental Objective:**

The fundamental objective of the St. John's United Church of Christ Charity Reserve Committee is to provide recommendations to the church council for financial support to organizations complying with the 501(c)(3) status, further enabling them to serve lives through the love of God.

**Grant Eligibility:**

- \*All organizations must be tax exempt under Section 501(c)(3) of the Internal Revenue Code.
- \*A significant use of the grant must be applied in the local area. This being in the following counties:  
Austin, Bureson, Brazos, Fayette, Grimes, Lee, Waller, and Washington counties
- \*Grant requests for the following purposes will NOT be considered:
  - \*Annual or special-event fundraising activities
  - \*Capital campaigns
  - \*Endowment growth
  - \*Debt reduction

**Special Considerations:**

- Special considerations will be given to organizations that will use the funds for the following:
- \*Relief of the poor, distressed, or underprivileged
  - \*Promoting public safety
  - \*Defending human rights
  - \*The advantage of education
  - \*Specific projects oriented toward mission or ministry intended to further the Kingdom of God
  - \*Requests for grants that will significantly impact an organization's ability to fulfill its overall mission, project, or ministry
  - \*Projects that show Christ's love to the community, including but not limited to, areas of social service, Christian education, or spiritual growth outreach
  - \*Projects that empower people, rather than enable them
  - \*Applications submitted on or before the deadline with full and complete information, including all requested supporting documentation

**Grant Application Guidelines:**

- \*As primary objectives, the activity or organizational mission and goals must reflect the desire to serve others through God.
- \*The grant writer must be actively and personally involved in the activity or organization for which the funds are requested.
- \*St. John's UCC Charity Reserve Committee may request a site visit or personal interview with representatives of an organization that has submitted a grant proposal.
- \*Applications should not contact the St. John's UCC Charity Reserve Committee or Church Council members during the application review period. All questions or updates should be directed to [stjohnsburton@gmail.com](mailto:stjohnsburton@gmail.com)

**Grant Approval Process:**

St. John's UCC Charity Reserve Committee, awards grants only once each year as the result of a formal proposal process. Grant Application forms and instructions are available at the St. John's UCC Office, 516 Colorado Street, Burton, TX or online at [stjohnsburton.org](http://stjohnsburton.org) under the Outreach tab. Contact the church office at 979-289-2485 to obtain an application by mail.

\*10 copies of the Grant Request must be returned by May 31, 2022 via US Mail or another mailing service (FedEx, UPS, etc.) to: St. John's United Church of Christ

P. O. Box 180

Burton, Texas 77835

Electronic submissions WILL NOT be accepted.

\*An acknowledgment will be sent via email upon receipt of the application

\*Questions should be directed to [stjohnsburton@gmail.com](mailto:stjohnsburton@gmail.com)

\*Grant requests are considered by the Charity Reserve Committee of St. John's UCC.

\*The Charity Reserve Committee recommends proposals to the Church Council for approval.

\*By November 1<sup>st</sup>, the Church Council makes the final selection of the grants that will be awarded and the Charity Reserve Committee will notify all applicants of the results.

**Award Recipient Accountability:**

All recipients will be asked to confirm that grant funding was used for its intended purpose with six months of receipt of the award. Additionally, all recipients will be asked to provide St. John's United Church of Christ Charity Reserve Committee with a brief narrative explaining any impact the grant has made on the organization, its members, or the surrounding community within one year. **Failure to provide the requested statements of accountability in a timely manner may impact consideration for future grants. Reports can be mailed to:**

**St. John's UCC**

**c/o Charity Reserve Committee**

**P. O. Box 180**

**Burton, Texas 77835**

**"If anyone has material possessions and sees his brother in need but has no mercy on him, how can the love of God be in him? Dear children, let us not love with words or tongue but with actions and truth."**

**1 John 3:17-18**

**St. John's United Church of Christ Charity Reserve Committee  
GRANT APPLICATION FORM**

**Background Information:**

Request Date: \_\_\_\_\_ IRS Tax Exemption Classification: \_\_\_\_\_

Legal Name of the Organization: \_\_\_\_\_

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

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mission Statement of the Organization:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Year Formed: \_\_\_\_\_

Estimated number of active volunteers in the past year: \_\_\_\_\_

Estimated number of hours volunteers worked in the past year: \_\_\_\_\_

Amount requested in the proposal: \$ \_\_\_\_\_

Describe the specific activity that the requested funds will be used for: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This grant is being submitted with the authorization of the Board of Directors. **Please attach a list of current board members with this application.**

Board President Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Number on your Board: \_\_\_\_\_ Average number of board meetings per year: \_\_\_\_\_

Has your Board adopted a:

Strategic Plan Yes\_\_\_\_\_ No\_\_\_\_\_

Conflict of Interest Policy Yes\_\_\_\_\_ No\_\_\_\_\_

**Financial Information:**

Current Overall Operating Budget:\_\_\_\_\_

From your most recent financial audit or IRS Form 990 for the year ending \_\_\_\_/\_\_\_\_/\_\_\_\_:

Current Sources of Funding:

Federal \$\_\_\_\_\_ Corporate \$\_\_\_\_\_ Annual Gifts \$\_\_\_\_\_ Fees\$\_\_\_\_\_

State \$\_\_\_\_\_ Foundation \$\_\_\_\_\_ Endowment\$\_\_\_\_\_

Local \$\_\_\_\_\_ Events\$\_\_\_\_\_ Investment\$\_\_\_\_\_ Other\$\_\_\_\_\_

Total amount of funding: \$\_\_\_\_\_

Amount of operating expenses for:

Direct Services \$\_\_\_\_\_ Fundraising \$\_\_\_\_\_ Management \$\_\_\_\_\_

Balance Sheet Items:

Current Assets:\_\_\_\_\_ Current Liabilities:\_\_\_\_\_

Total Assets:\_\_\_\_\_ Total Liabilities:\_\_\_\_\_

Net Assets:\_\_\_\_\_

Is your organization involved in any currently pending litigation? Yes\_\_\_\_\_ No\_\_\_\_\_

If "yes" please explain:\_\_\_\_\_

---

**Narrative Information**

Please provide the information in the order listed below. Use no more than 4 single-spaced pages.

1. Describe how your organization's mission aligns with the St. John's UCC Charity Reserve Committee mission, "Serving lives through the love of God".
2. Describe your current programs and activities emphasizing achievements with the last two years.
3. Describe how this grant will be used and the needs or problems that will be addressed.
4. Describe the project goals and objectives, the program methodology, staffing plans, and any anticipated collaboration with other agencies or organizations.
5. Describe your criteria for success and explain how you will measure the effectiveness of your activities.

6. Describe the results you expect to achieve by the end of the funding period.
7. Describe how your organization adapted to the COVID-19 pandemic.

### **Required Attachments**

1. Your organization must be tax exempt under IRS 501(c)(3). You must attach a copy of your IRS Permanent Ruling Letter with your Employ Identification Number.
2. In certain situations, additional information may be required as attachments.

### **Submission**

1. **10 copies** of the Grant Request Form and all attachments are required to be submitted. Please do not staple or bind the sets together. Copies shall be 3-hole punched.

2. Grant Application Forms must be submitted to:

St. John's United Church of Christ  
Attn: Charity Reserve Committee  
516 Colorado Street  
Burton, Texas 77835

or mailed to:

St. John's United Church of Christ  
Attn: Charity Reserve Committee  
P. O. Box 180  
Burton, Texas 77835