HOME MISSION DEPARTMENT

230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

GRANT APPLICATION FORM

Date of Request:_____

Name of Project:

Name of Church Membership

Address (Street, City, State, Zip Code):

Name of Diocese

How Long A Member of COOLJC Age of Church facility:

Name of Pastor

Church Phone and Email Address:

Point of Contact for matters involving this application (Name and contact details) - "This is the project Competent Person"

Do You Have Any Outstanding Debts with COOLJC?

Have You Applied to the Home Mission Board or International Church Before For a Grant or Loan? If Yes, Please Give Year

Are you requesting a Loan or Grant? LOAN GRANT

Amount requested (in US$):

Purpose of the Loan or Grant? How Soon Do You Need Assistance?

Approved :
(Diocese Bishop – Signature)

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT A: Background of the representatives (please state the representatives' title and background and attach 1 page (key persons resume with similar project /construction of the people who will be engaged in the project locally):

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT B: Background on the organization (attach 1 page when was the church was founded, what are its principle activities, significant achievements, etc.? Please attach a copy of the registration documents signed by Church Of Our Lord Jesus Christ and the Secretary Of State):

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT C: Any previous Church Of Our Lord Jesus Christ Funding:
(Please provide us with any and all types and amounts of funding your church has received for projects or grants).

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT D: attach 1 page Project dates, planned timeline and schedule of the milestones:
(When will the project be carried out if it is funded? Be realistic about dates. Remember that, even if approved, funds may not be available for as long as two or three months from the time the application is submitted. (For example, if the applicant submits the proposal in September, but states that the project must begin in September, the Home Mission Department may reject the proposal as unrealistic on this basis alone).

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT E: Project description: attach minimum 1 page What does the applicant propose to do? The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do and why. Include a "Theory of Change" statement - describe how and why a project is expected to achieve its stated outcomes. Please include a problem statement and a description of how the program is expected to work to solve the stated issue. (The more specific, detailed, and clear the program description, the better).

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT F: Attach minimum 1 pages ("PASTORS VISION") Project purpose
(What goals will be achieved and how the results will be determined/measured. Please describe desired/expected outputs and short-term and long- term outcomes):

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT G: Attach minimum 1 page Project Justification
(Please describe the need or problems the project will solve and the target groups:
This is a very important aspect of the proposal and applicants should pay particular attention to it. What is the importance of the project? Why should it be funded? Who will be affected by this project? What difference does it make for your community? What do existing research and past project evaluations tell us about how to solve this problem? Applicants may also attach letters of endorsement attesting to the seriousness of the proposal).

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT H: Project Sustainability:

(Describe the expected long-term effects of the project. If the project is intended to continue after the funding from the Embassy ends, the proposal must also contain a very thorough explanation how the organization will fund the activity in the future. What could be the external factors that could affect your project? If a convincing explanation is not included, this will disqualify the project from consideration for a support).

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT I: Detailed description of the project activities, attach monitoring and evaluation plan for major activities/milestones Please add media plan – how will the project be promoted through traditional and social media platforms.

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT J: (USE BUDGET TEMPLATE) Detailed budget (use extra sheets if necessary):

(In order to be sure that the HOME MISSION BOARD understands why there is a need for funding, the applicant should prepare a line-by-line list of expenses that will be generated by this project. The budget should be prepared in a logical manner and offer enough detail that a reviewer will be able to understand exactly what the figures mean and how that figure was determined.

ALL PROJECT EXPENSES MUST BE CALCULATED IN USD. ALL PROJECT EXPENSES SHOULD BE CALCULATED IN ADVANCE AND BE REALISTIC. THE DEPARTMENT OF HOME MISSION WILL NOT AUTHORIZE ANY FUNDS IF THERE IS ANY QUESTION ABOUT THE BUDGET.

The budget narrative should follow the actual budget presentation itself and describe in some detail the costs presented in the budget. In other words, the narrative explains, line by line, what the numbers mean and how they were determined. (For example, “Travel: $3,000." Explanation: Two-day conference in (location) for 30 participants with a 2X$50 travel allowance to each participant for room, board and transportation costs.)

If the proposal seeks funding to purchase a service or furnishings, the application must include three pro-forma estimates from the service or equipment vendor. Simply listing “Computer and printer: $4,000" is not sufficient. The Department of Home Mission will want to know what kind of computer, what kind of printer and how much three different vendors will charge for this equipment).

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

ATTACHMENT K: (IN KIND) Other sources of support for this project - Please state which other organizations you have applied to for funding with the same project, and the status of those applications:
(Please describe the in-kind contribution of your organization or other organizations that support the project - it can be voluntary work, use of premises, vehicles, classroom supplies, equipment or payment of a program event from your own funds (e.g. rental of a hall, printing of announcements, meals, travel, etc.).

City, date Signature of Applicant

HOME MISSION DEPARTMENT
230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

BUDGET GUIDELINES

All budgets are in U.S. dollars.

Personnel: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program. The salary should be calculated on the total number of hours worked for the duration of the project. Salary levels should be reasonable and no higher than other local salaries and should include all local taxes.

Travel: Estimate the costs of travel and per diem for this program. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any furniture, or other property that is required for the program, which has a useful life of more than one 5 (five) years (or a life longer than the duration of the program).

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained. Bank charges should be pre-calculated and included in the budget. Please note that any interest earned on the grant sum must be returned to the Home Mission Department. Administrative expenses include communication expenses (phone, fax, e- mail, postage); bank taxes; copying and print services; office materials (paper, toner, envelopes, etc.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs.

Cost Sharing: refers to contributions from the organization or other entities. It also includes in-kind contributions such as volunteers' time and donated venues. Cost sharing is not a requirement.

Entertainment costs (amusement, diversion, social activities, ceremonials, parties) are not allowable expenses.

HOME MISSION DEPARTMENT

230 HUGER STREET CHARLESTON SC 29403
APOSTLE W. JACKSON – 843-834-4407
DIRECTOR : ELDER K. SPRUILL – 843-637-7033
TREASURER: ELDER JOHN MCFADDEN – 843-530-5979

The following types of programs are not eligible for funding:

- Programs relating to Family Life Centers
- Charitable or development activities
- Programs that support specific activities
- Fund-raising campaigns
- Programs that duplicate existing programs