



October 2011

Dear Friends,

Thank you for contacting us about financial support for your organization. On the following pages you will find a copy of our 2012 Benevolence Grant Application Form.

Please complete the application and return it to us before *February 1, 2012*. You may also send a cover letter and additional material if you wish to add any explanation to the application.

Our congregation has established six areas of particular interest:

- ÉChildren and Families at Risk
- ÉThe Elderly
- ÉHealth Care
- ÉHomelessness and Hunger
- ÉInternational
- ÉTheological Education

Promising applications are assigned to teams for further investigation. Whenever possible, we like to make site visits to see your program in action and meet your staff. Partnerships sometime involve more than money, and we want to get to know you and your program to discover additional ways in which we might share in your mission. We research and visit organizations within 10 weeks following the February 1 application deadline.

Our grants vary in size, from \$1,000-\$15,000, with most being between \$1,000 and \$6,000. Grant decisions are made once a year. Funding decisions are approved in June, and checks are issued in September.

We ask God's blessing on your work and look forward to learning more about it.

**Fifth Avenue Presbyterian Church
7 West 55th Street
New York, NY 10019-4995**

Benevolence Committee Funding Request Form

Deadline: February 1, 2012

Please answer the following questions in the spaces provided or on separately attached pages. If separate pages are used, please reference the specific question numbers next to your answers.

I. ORGANIZATIONAL INFORMATION

A. Organization Name:

B. Address:

Street or Postal Box Address:

City:

State:

Zip Code:

Country:

Phone Number:

Fax Number:

E-mail Contact Address:

C. Name of Executive Director:

Name of Director of Development/Fund Raising/Institutional Advancement:

D. Number of years your organization has been in operation:

E. Give a brief statement of your organization's mission:

F. Summary of this request for grant funding (*In 75 words or less*, summarize the intended use for FAPC funding as set forth in this application):

G. Amount of this grant request:

II. PURPOSE OF REQUEST (please complete one of the following three categories)

A. If the funding is for **general organizational support**, please describe the following:

1. The number of people expected to benefit from the organization per year.
2. Your organization's qualifications for implementing its goals.

6. Please describe the intended use of FAPC funding in connection with the program (may repeat or expand upon information provided in I.F. above).

7. Please describe your strategy for implementing the start-up or expansion and expected accomplishments or milestones.

8. Please describe your organization's qualifications for implementing the start-up or expansion.

III. COMPARISON TO SIMILAR ORGANIZATIONS

- A. What distinguishes your organization from others that have the same or similar goals?

- B. Does your organization complement the work of other organizations with the same or similar goals? If so, please describe.

- C. Does your organization collaborate with or depend upon other organizations? If so, please describe.

IV. ADMINISTRATION AND STAFF

A. Does your organization have an active board of directors?

1. If yes, how many members?
2. If yes, how frequently does it meet?

B. How many full time equivalent staff (FTE) does your total organization employ?

1. Number of program-specific FTE?
2. Number of administrative FTE staff?
3. If your funding request is for a specific project, how many FTE staff will be necessary to run the project?

C. Are volunteers involved in your organization?

1. Number of volunteers per year working at your organization?
2. Number of volunteer hours devoted to your organization last year?
3. Number of volunteers involved in the specific program for this funding request?
4. Are any volunteers from FAPC currently active in your organization?

V. ORGANIZATION'S FUNDING SOURCES

A. On average, what percentage of your organization's total annual funding comes from:

1. Government grant sources?
Federal _____% State _____% Local _____%
2. Private institutions?
Corporations _____% Foundations _____%
Other churches _____%
3. Individuals _____%

B. Does your organization receive funds from any other source at Fifth Avenue Presbyterian Church? If so, please identify the source.

C. Has your organization received funding from the FAPC Benevolence Committee in the past? If so, please list dates and amount of grants received.

VI. FINANCIAL ANALYSIS

A. Please provide a calculation of your organization's total administrative expenses as a percentage of its total operating budget:

1. Current budget year (projected) _____%
Most recent fiscal year (actual) _____%
2. Please provide a brief explanation of the components of this calculation, (i.e., what you include in your definition of administrative expenses).
3. Do you feel this administrative expense ratio is high, low, or about average as compared to similar organizations that provide similar services?

B. Does your organization have any reserves and/or endowment funds established? If so, are any of reserves available for use in the coming year? Please explain.

VII. EXHIBITS

Please attach the following documents for the organization:

- A. Evidence of tax-exempt status
- B. A copy of your annual operating budget(s):
 1. For the total organization
 2. For the specific project (if applicable)
- C. Audited financial statements for the previous two fiscal years
- D. A list of the organization's specific funding sources from the most recent fiscal year

VIII. FOR INTERNATIONAL GRANT APPLICANTS ONLY

- A. Do you maintain a physical presence in any location other than that indicated on Organizational Information (I.B.) above? If so, please indicate complete addresses and telephone numbers.

- B. Will any of the grant money received from Fifth Avenue Presbyterian Church be used to provide direct funding to individuals? If so, do you certify that you will ensure that the individuals receiving funding are not engaged in activities supporting terrorism?

- C. Do you further certify that the funds provided will be used only for the purposes indicated in the grant application and will not be used for activities related to terrorism?

- D. If a grant is awarded and money is to be wired, the following information is required:
 1. Your local bank's name and address:
 2. Your local bank's branch and routing number:
 3. Your organization's name as it appears on the bank account:
 4. Your organization's bank account number:
 5. Your local bank's telephone number and email contact:
 6. Name and address of your correspondent bank in New York: