

**Montview Boulevard Presbyterian Church
Mission Life Committee
Grant Application**

The Mission Life Committee of Montview Boulevard Presbyterian Church is chartered by the Session to manage disbursements of funds for the Church's mission contributions, both locally and globally, as well as for mission/ministries within our building. This form is for use by any organization or individual (Applicant) seeking funds from Montview's General Fund Mission line item or special funds.

Please email your completed application to Jennifer Seward, Montview's Mission Life Coordinator, at seward@montview.org. While email is preferred, you may also mail to Montview Boulevard Presbyterian Church, c/o Mission Life Coordinator, 1980 Dahlia St, Denver, CO 80220. Please let Jennifer know if you use this option.

If funds are needed immediately, identify these circumstances in your application. If requested, the Applicant will send a representative to a Mission Life Committee meeting to present the Grant Request and to answer any questions.

Guiding Principles for Mission at Montview:

1. Developing and sustaining long-term relationships while responding to short-term needs;
2. Emphasizing both local and global projects;
3. Offering work that is highly-visible and accessible to the congregation;
4. Distributing funds through grants and individual asks, and donating space within the building;
5. Engaging the congregation in multigenerational and family-friendly opportunities;
6. Addressing social justice issues and emergency relief efforts; and
7. Developing an annual or multiyear initiative highlighting a specific theme.

The following information is requested for the Mission Life Committee to evaluate your request. Mission Life makes both single-year and multi-year grants, depending on the need.

PLEASE USE THIS TEMPLATE TO COMPLETE YOUR APPLICATION.

1. Dollar Amount Requested:

[NOTE: IF you seek funds from a specific Montview Restricted Fund, identify that fund]

2. Organization or Individual Requesting Grant:

Organization or Individual Name:

Address:

Website address, if any:

Contact Person regarding Grant Request:

Name and position:

Mailing address, if different from above:

Telephone:

Email address:

Montview Member Contact if different from above.

Name and position:

Mailing address:

Telephone:

Email Address:

3. Mission of the Organization: Please include information on the people and issues impacted by your work, preferably in a quantitative manner.

4. Identify the legal status, if any, of the organization (e.g., 501(c)(3); LLC, including the U.S. Federal Tax Identification Number EIN for a 501(c)(3) organization:

5. Purpose(s) for the Requested Funds:

a. Timetable of activities to complete/address this purpose:

b. Grant Period: Normally we make annual grants, but we are willing to consider longer grant periods. If you seek a grant for a longer period, please provide specifics (grant period, purpose, and reason for seeking a multi-year grant). For example, you may believe that a brand-new project requires assistance over several years to organize and begin operation.

c. Outcome: Explain how you measure your program's progress, success, and impact, and explain how you will measure the effectiveness and impact of the grant sought on your program. [We are looking for quantifiable goals and outcomes.] We expect that you will identify these results in your Annual Financial and Activity Report (See Sec. I.2 of the attached Expectations of Grant Recipients form).

6. Applicant's lead person for the particular project/use of the Requested Funds if different from the name and position provided in Item 2:

Name and position:

Telephone:

Email address:

Mailing address:

7. Other funding sources, including other sources to supplement the Requested Funds:

8. Relationship to Montview Boulevard Presbyterian Church:

a. E.g., describe Applicant's historic and current relationship with Montview; identify the number of Montview members currently active in Applicant's work and describe the nature of this activity; and describe how Applicant might increase the participation of Montview members and others in its work. This is an important consideration for the Committee in making grants.

b. If you have a primary contact or liaison who is a Montview member, please identify that person by name; position (if any); telephone; email and mailing addresses in Item 2 above.

9. Financial and other information:

a. If you received prior Montview funding, identify when, how much, and how you used the funds, and describe their impact on your mission.

b. If you received a grant from Montview in the prior year, attach a copy of your Financial and Activity Report for the current or most recent year (see Mission Expectations).

c. If you are a New or Returning Applicant (with a gap of one or more years between your last Montview grant and this application), attach a copy of your most recent audited financial statement. If you do not operate with audited financial statements, attach a copy of your most recent budget. Returning Applicants should also include a copy of their Financial and Activity Report for their last grant (see Mission Expectations).

10. _____ Initials: Acknowledgement that Applicant has reviewed and agrees to the attached *Mission Life Committee -- Expectations of Grant Recipients/Partners in Mission ("Mission Expectations")*.

11. For approved grants, identify Applicant's Contact for grant administration if different from Item 2:

Name and position:

Telephone:

Email address:

Mailing address:

12. For approved grants, HOW, WHEN, WHERE, and TO WHOM should we disburse funds:

Date of Submission: _____

Submitted By: Name and position:

Telephone:

Email address:

Signature:

Electronic Signatures are acceptable.

**Montview Boulevard Presbyterian Church
Mission Life Committee Expectations of Grant Recipients**

The Mission Life Committee of Montview Boulevard Presbyterian Church responds to God's call by educating, equipping and inspiring the congregation to respectfully listen and learn as we develop collaborative relationships that address the needs of our community and the world.

The Mission Life Committee of Montview Blvd. Presbyterian Church (“Committee”) believes its grant awards create a relationship between the Grant Recipient and members of Montview Boulevard Presbyterian Church (“Montview”). Because relationships are built on shared expectations, the following identifies the Committee’s expectations of Grant Recipients and what Grant Recipients can expect from the Committee.

I. Expectations of Grant Recipients:

1. The Mission Life Committee would like to provide opportunities for the Grant Recipient to educate the Montview community and recruit its participation in and support of the Grant Recipient’s work. Following the mutual agreement of the Recipient and Committee, Recipient’s efforts to address this goal MAY include:
 - a. Efforts to educate Montview members about the Recipient’s work by:
 - i. Participation in a Mission Fair
 - ii. Participation in a Montview Adult Education session
 - iii. Presentation of a Mission Exhibit during one or more Sunday morning social hour
 - iv. Hosting an information table in coordination with a Ministry Highlight during Sunday Worship
 - v. Preparation of bulletin announcements and short newsletter articles about the Recipient’s activities and any need for further support
 - vi. Requests to specific persons for specific support
2. Each Grant Recipient will provide the Committee an annual Financial and Activity Report that among other things:
 - a. Describes its accomplishments during the year, including activities, clients served, use of overall funds and use of Committee grant funds. We seek this information in terms of quantifiable goals and outcomes, as noted in Sec. 5.c. of your Grant Application form
 - b. Identifies an approximate number of Montview members and an approximate number of non-members participating in and supporting the Recipient’s work and describes the general nature of this participation and support.
3. Grant Recipients will recognize Montview’s contributions, as appropriate.

II. Expectations of the Committee:

1. Grant Awards are a pledge and are subject to the availability of funds. Timing of disbursements is based on church cash flow.
2. Unless specifically designated otherwise, Montview’s Mission Life Coordinator will be the point of contact for each Grant Recipient. Jennifer Seward, Montview’s Mission Life Coordinator, may be contacted at seward@montview.org or at 303-919-1917. The Montview Mission Coordinator will help coordinate each Grant Recipient’s efforts to educate the Montview community, recruit participation, and seek other support. This assistance may include active participation in these

educational efforts by the coordinator and Committee members. All Grant Recipients, including long-time Recipients and Church member Recipients are reminded to coordinate such efforts with the Montview Mission Coordinator.

3. The Committee's support of each Grant Recipient will include participating in the Grant Recipient's events, offering information about the Grant Recipient and its work to Montview members and others, and promoting the Grant Recipient's work to the Montview community in formal and informal ways.