

GRANT APPLICATION

Application Procedures:

- This grant application serves as a request for funding from the Mission and Outreach Ministry of the First Congregational Church of Western Springs.
- All questions should be answered.
- Grant requests are reviewed in December-February in odd calendar years. As such, applications must arrive at the church office between November 1 and December 1, 2023 or 2025, etc.
- Please email a completed application to beth@wscongo.org.
- If you are unable to submit all or a portion of the application by email, please mail to:

Rev. Meredith Onion, Associate Minister
First Congregational Church of Western Springs
1106 Chestnut Street, Western Springs, IL 60558

- All applicants will be notified of the Outreach Ministry's funding decisions in March.

About the First Congregational Church of Western Springs

First Congregational Church of Western Springs (United Church of Christ), located west of Chicago, is a growing church with strong member participation. We seek to be a faithful people and live out our faith in Christian mission and service. As a family of faith, we come from many Christian traditions. Thus, we strive to honor past traditions as we forge new ones together.

The Mission and Outreach Ministry is responsible for distributing the church's yearly mission budget on behalf of the congregation and identifying creative ways to engage the congregation in hands-on mission work outside our walls. We commit to partnering with outside organizations to serve those most vulnerable in our human family, supporting programs which relieve suffering, restore hope and dignity, and provide tools for the future.

Thank you so much for applying. We look forward to learning more about your organization.

Should you have any questions, please contact Rev. Meredith Onion at meredith@wscongo.org.

Part I. Background Information

Submission Date: _____

Name of Organization: _____

Contact Person at the Organization

Name: _____

Title: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Website (if applicable): _____

Amount of funding requested: _____

How many employees do you have? _____

Full-time: _____ Part-time: _____

Please be aware that First Congregational Church of Western Springs will take into consideration funding level requests, but reserves the right to determine the funding level.

Part II. Questions

1. Please describe your organization's core focus, mission, or activities (Note: A brief statement may be supported by a brochure or single page summary):

2. What impact does your organization have on its constituents?

3. How will your organization use the grant funds to promote individual or community self-reliance, foster ecumenical or intra-denominational cooperation, or provide direct services?

4. If possible please indicate approximately the number of people (infants, children, adolescents, adults, or seniors) benefitting from this award.

5. Please describe some potential partnership opportunities for our congregation and your organization (i.e., hands-on volunteering; clothes, food, or supply donations; tutoring; administrative support; board member; youth activities, etc.)

Part III. Supplemental Documents

Please include all of the following documents with your application. If they are not available, please explain why.

1. Most recent annual report
2. Financial statements (financial position and revenues and expenses) for two most recent full years, or two years' Form 990, if available.
3. Most recent full year budget that is available
4. IRS tax determination letter or other similar document indicating that your organization is qualified as a public charity under Section 501(c)(3).
5. If available, please indicate what percentage you spend on programming (non-administrative) costs: _____.