

New Life Diaconate Grant Application

Guidelines & Directions

Our Mission

New Life Thrift is an outreach of New Life Presbyterian Church located just north of Philadelphia in Glenside, PA.

The deacons of New Life Presbyterian Church and New Life Thrift seek to care for the poor (Lv 19:9-10, Dt 15:7-11), the widows and orphans (Ps 68:5), the fatherless and homeless (Ps 10:14, 17-18, Ps 146:9), and the strangers and aliens (Lv 19:33-34, Eph 2:17-19).

New Life Thrift Store strives to sell quality goods at affordable prices, the profits of which are distributed by the New Life deacons to local, regional, and global community ministries and support agencies in accordance with disbursement guidelines.

Our Giving

The deacons seek to promote transformational change by supporting programs that address the root causes of problems rather than simply providing short-term fixes. Our giving is focused on organizations providing mercy and outreach services to those in need – locally and around the world.

We look for innovative approaches to tackling old problems and seek to replicate work that has demonstrated its effectiveness through measurable outcomes.

New Life Diaconate Funding Priorities

In fulfillment of our mission to care for the poor, the widows and orphans, the fatherless and homeless, and the strangers and aliens, the diaconate provides funding for various non-profit entities with priority consideration given to local, regional, and global entities, respectively. We fund projects and agencies that:

- **Build Community:** Projects and agencies that promote partnerships and ongoing relationships between the New Life membership and its wider community.
- **Demonstrate results:** Projects and agencies that are effective in working with at-risk communities in disadvantaged areas.
- **Combine Word and Deed Ministry:** Projects and agencies that provide opportunities for the advancement of the Gospel and meet practical, physical needs.
- **Use Resources Wisely:** Projects and organizations that raise funds from multiple sources.

What We Do Not Fund:

So as to provide focused stewardship of our resources, the deacons do not make grants to:

- Individuals (i.e. to pay salaries and or benefits of employees affiliated with the applicant).
- Entities that have received or solicited funding from some other source affiliated with New Life Presbyterian Church (e.g. Session, Deacons, Missions Committee, etc.) for the same project.
- Expenses tied to the establishment or ongoing operational support of an organization.

Application Process

All requests for funding are carefully reviewed to determine if they fall within our stewardship priorities as previously outlined. Prospective applicants should complete the attached application electronically and forward via email to:

Disbursement Committee Chairman

e.g. newlifegrants@gmail.com

Funding Decisions

New Life is only able to fund a portion of requests that are submitted. Many excellent projects do not receive funding because they fall outside of our guidelines. A denial of funding is not necessarily a reflection of the merits of a project, the quality of the proposal, or the importance of an applicant organization.

Proposal decisions will take place within 90 days of submission.

Application Instructions

- Please answer all of the questions.
- Please submit only one copy via email.
- Please do not include any materials other than those specifically requested at this time.

New Life Diaconate | GRANT APPLICATION

Date of application:	
Name of organization to which grant would be paid. <i>(Please list exact legal name.)</i>	
Relationship to New Life Glenside or New Life Thrift (if any):	
Has your organization ever requested a grant from New Life Church?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please indicate date:	
Was grant approved?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Purpose of grant: <i>(One sentence)</i>	
Address of organization:	
Telephone number:	
Fax:	
Email:	
Executive Director:	
Contact person and title (if not Executive Director):	
Is your organization an IRS 501(c)(3) non-profit?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, please explain:	
Total grant requested:	\$
Check one:	<input type="checkbox"/> General support <input type="checkbox"/> Project support
Total current operational budget	\$
Dates covered by this budget (mo/day/year):	
Total project budget:	\$
Dates covered by project budget (mo/day/year):	
Project name (if applicable):	

Grant Proposal Format

I. PROPOSAL SUMMARY: one-half page, maximum

Please summarize in a short paragraph the purpose of your agency. Then briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made.

II. NARRATIVE: five pages, maximum

1. **Background**—Describe the work of your agency, addressing each of the following:
 - a. A brief description of its history and mission.
 - b. The need or problem that your organization works to address, and the population that your agency serves, including geographic location, socio-economic status, race, ethnicity, gender, sexual orientation, age, physical ability and language.
 - c. Current programs and accomplishments. Please emphasize the achievements of the recent past.
 - d. Number of paid full-time staff; number of paid part-time staff; number of volunteers.
 - e. Your organization's relationships — both formal and informal — with other organizations working to meet the same needs or providing similar services.
 - f. Please explain how you differ from these other agencies.

2. **Funding Request**—Please describe the program for which you seek funding. If your request is for a *specific project*, please explain the project including:
 - a. A statement of its primary purpose and the need or problem that you are seeking to address.
 - b. The population that you plan to serve and how this population will benefit from the project.
 - c. Strategies that you will employ to implement your project.
 - d. The proposed staffing pattern for the project, and the names and titles of the individuals who will direct the project.
 - e. Anticipated length of the project.
 - f. How the project contributes to your organization's overall mission.
 - g. How this project provides opportunities for advancing the Gospel.

3. **Evaluation**—Please explain how you will measure the effectiveness of your activities. Describe your criteria for a successful program and the results you expect to have achieved by the end of the funding period.

ATTACHMENTS

1. **Financial Information**—Please provide the dates that each document covers.
 - a. **FOR AGENCIES:**
 - i. Your **MOST RECENT FINANCIAL STATEMENT**, audited if available. This statement should reflect *actual* expenditures and funds received during your most recent fiscal year.
 - ii. Your **OPERATING EXPENSE BUDGETS** for the current and most recent fiscal year.
 - iii. Please list the foundations, corporations, and other **SOURCES** that you are **SOLICITING FOR FUNDING** and, to the best of your knowledge, the **STATUS OF YOUR PROPOSAL** with each.
 - b. If **PROJECT** funding is requested:
 - i. A **CURRENT EXPENSE BUDGET FOR THE PROJECT**. List each staff line separately and include percentage of time spent on project. Indicate the specific uses of the requested grant, if possible.
 - ii. A list of all **SOURCES OF INCOME** toward the project, actual and prospective with amounts.

Other Supporting Materials

1. A list of your Board of Directors.
2. A copy of your most recent IRS letter indicating your agency's tax-exempt status, or, if not available, an explanation.
3. One-paragraph resumes of key staff, including qualifications relevant to the specific request.

APPENDIX: EXPLANATION OF CRITERIA FOR FUNDING AGENCIES AND PROJECTS

The New Life Diaconate will consider partnering with organizations that:

1. BUILD COMMUNITY

- Local projects and agencies that build and strengthen New Life's relationship to its community. Projects and agencies that have potential for bringing people into the church community.
- Regional projects and agencies that further New Life's relationship to Greater Philadelphia and the Delaware Valley.
- Other projects and agencies that further New Life's relationship to the nation and world.

2. DEMONSTRATE RESULTS

- Projects and agencies that demonstrate results in working with at-risk people groups in disadvantaged areas.
- Projects and agencies that provide emergency relief where genuinely needed, appropriate development in longer term situations, and that consistently address root causes.

*This criterion does not automatically preclude first-time projects or start-ups. We will look at any involvement history, the project's sustainability, proposed use of diversified resources, etc. as we prayerfully consider these requests.

3. COMBINE WORD AND DEED MINISTRY

- Projects and agencies that provide opportunities for the advancement of the Gospel.
- Projects and agencies that meet both spiritual and physical needs.

4. USE RESOURCES WISELY

- Projects and agencies that raise funds from multiple sources.
- Projects and agencies that maintain accountability by reporting honestly about their finances and the governance of their organization.

ADDITIONAL NOTE CONCERNING LOCATION

Priority will be given projects and agencies that strengthen our community. Therefore, priority will be given to: 1) local projects and agencies (those in New Life's immediate vicinity), then to 2) regional projects and agencies (those in Philadelphia and the Delaware Valley), and then to 3) global projects and agencies (those that are national and international).