

## Mission Committee

### Grant Procedure

The procedure for funding denominational benevolences, local and non-local mission programs, as well as local benevolences and educational undertakings, not duplicated in the church's annual operating budget, in the form of a non-reimbursable FPC Grant, is as follows:

1. Completion of the Information Required for FPC Grant by the sponsor and submittal of the information to the FPC Staff Representative.
2. Collection of Grant Information and summary notification to Mission Committee members by the Staff Representative prior to next meeting.
3. Evaluation of FPC Grant application information at Mission Committee meeting according to following criteria:
  - i. Priority
    - A. Denominational ( such as):  
(listed alphabetically)  
Austin College  
ChoYeh  
Disaster Relief  
Mo Ranch  
New Church Development  
Pan American School  
Presbyterian Children's Home  
Presbyterian Seminaries  
Schriener University  
Seminary Students  
Trinity University
    - B. Local Ministry/Mission Projects (such as):  
United Campus Ministry
    - C. Non local Ministry/Mission Projects (such as):  
POP Ministry
    - D. Local Benevolences (such as):  
(listed alphabetically)  
Anson Jones  
Boys and Girls Club  
Habitat for Humanity  
Health for All  
Save Our Streets  
Scotty's House

Voices for Children

- ii. Duration- Maximum three consecutive years without additional Session approval.
4. Approval/ Rejection By Mission Committee.
5. Recommendations of FPC Grant recipients by Mission Committee Chair to Session.
6. Approval by Session of FPC Grant recipients.
7. Notification of FPC Grant approval by Mission Committee Chair.
8. Grant recipients will be required to submit an Evaluation three months after the completion of the project and prior to subsequent requests.
9. Evaluation of each activity receiving FPC Grant by Mission Committee.
10. Report to Session of results of FPC Grant activity annually.

### **Grant Request**

#### **Submitted to FPC Mission Committee**

The Mission Committee makes its recommendations to the Session. Completed applications will be considered at the next meeting of the Mission Committee. Funds may be used for Presbytery, Synod, or General Assembly causes; for Presbyterian Institutions; and locally to extend the mission and ministry of First Presbyterian Church, with particular emphasis upon enlargement of the program and outreach of the church. A selected project should:

- Fill one or more major unmet needs.
- Be organized and managed by the applicant/organization.
- Be able to accommodate personal participation by members of FPCB.
- Be able to produce notable results during the first year.
- Require no long-term commitments after the first year.

### **Information required for FPC Grant Applications**

1. Background information
  - A. Organization name
  - B. Purpose of organization
  - C. Number of people served and where; population segments served
  - D. Summary of organizational activities

1. Activities / Programs
2. Success to date in meeting purpose
- E. Organization structure
  1. Name of paid chief staff person or executive officer
  2. Board of Directors
  3. Number of paid, full-time staff employees
  4. Number of paid, part-time employees
  5. Are volunteers used in your activities? How many? In what ways?
- F. Financial Statements, latest three fiscal years (audited if available).
- G. Current operating budget
- H. Tax status: A cop of the IRS tax-exempt letter qualifying your organization as a public charity organization as defined in section 501(c) (3) of the Internal Revenue Code.
2. Summary of proposed activity for which funds are requested.
  - A. Specific goal(s) or objective(s) of the project
  - B. Justification for need
  - C. Proposed staff and administrative plan
  - D. Date for implementation
  - E. Itemized budget
  - F. Do you plan to fund this project with funds on hand, funds pledged, or from some other source?
  - G. Specific amount requested
  - H. How will you evaluate the impact or success of this project?

Please submit completed application to:

Rev. Marie Mickey  
First Presbyterian Church  
1100 Carter Creek PKWY  
Bryan, TX 77802  
(979) 823-8073

**FUNDING REQUEST**

**Submitted to the Missions Committee  
First Presbyterian Church – Bryan, Texas**

The Missions Committee makes its recommendations to the Session semiannually. Complete applications must be received no later than the last day of April or the last day of July in order to be considered for its May and October submissions to the Session. Funds may be used for Presbytery, Synod, or General Assembly causes; for Presbyterian Institutions; and locally to extend the mission and ministry of First Presbyterian Church, with particular emphasis upon enlargement of the program and outreach of the church. A selected project should:

- Fill one or more major unmet needs.
- Be organized and managed by the applicant/organization.
- Be able to accommodate personal participation by members of FPCB.
- Be able to produce notable results during the first year.
- Require no long-term commitments after the first year.

\* \* \* \* \*

Submission date: \_\_\_\_\_

Requesting person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Briefly describe the service you perform, the segment of the Bryan/College Station community you serve, a history of your activities in the community and your history, if any, of previous funding from First Presbyterian Church of Bryan.

If you have brochures or other descriptive literature, please enclose them with this request form.

Do you have a permanent organization in place to provide your service? If so, please enclose copies of your Mission Statement, Annual Budget, and List of Officers & Directors with this request form.

Do you need volunteers? If so, please describe the scope and nature of your volunteer needs.

**FUNDING REQUEST**

**Submitted to The Missions Committee  
First Presbyterian Church – Bryan, Texas**

Amount: \_\_\_\_\_

Amount as % of expected annual income: \_\_\_\_\_

Date needed: \_\_\_\_\_

Other organizations providing funding: \_\_\_\_\_

Is this request expected to be recurring: \_\_\_\_\_

*(Requests for recurring funding carry the requirement  
for periodic progress reports to the Committee)*

How do you specifically intend to use monies received as a result of this request?