



## 350<sup>th</sup> OUTREACH FUND

- Mission:** The mission of the 350<sup>th</sup> Outreach Fund is to provide local, national and international outreach funding in gratitude toward God.
- Members:** Pastor (ex officio) – Rev. Kaz Bem (non-voting)  
Church Moderator (ex officio) – Joan Campbell (voting)  
Susan Pellerin (voting)  
Linda Warren (voting)  
Any future members will be approved by the Church Council from church members.
- Fundraising:** The initial balance for the 350<sup>th</sup> Outreach Fund comes from the 350<sup>th</sup> Anniversary fundraising done throughout 2016. After covering the the costs incurred for our 350<sup>th</sup> Anniversary events, the remaining funds were earmarked for the Fund. Additional donations will be solicited to sustain this fund on an on-going basis and will be segregated from other church funds.
- Grants:** Proposals will be accepted from First Church members who are actively involved in an outreach project for the benefit of Marlborough, the United States or an international project. The proposals will be reviewed by the Members noted above, and a proposal will be funded based on a unanimous vote of the three voting members.
- Criteria and reporting requirements are listed on the Grant Criteria Form.
- Payments to Recipients:** The 350<sup>th</sup> Fund will fund grants up to 25% of the fund balance as of January 1 each calendar year. This figure will be determined as of January 1 and the 25% maximum payout will be locked in for the then current calendar year to be used for approved outreach projects.
- Reporting:** The 350<sup>th</sup> Outreach Fund will provide a report of activities and approved projects in the Church's annual report.

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## 350<sup>th</sup> OUTREACH FUND ~ GRANT CRITERIA

### MISSION OF THE OUTREACH FUND

The mission of the 350<sup>th</sup> Outreach Fund is to provide local, national and international outreach funding in gratitude toward God.

### CRITERIA FOR THE APPLICANT/PROJECT

One of the people seeking funding for the project (1) must be a member of First Church in Marlborough, or an active and involved friend of First Church who regularly attends worship; and (2) must be actively involved in the project for which he/she is applying for funding.

The project must be compatible with the Christian mission of First Church in Marlborough, and must be providing local, national or international outreach to people. All efforts will be made by the grant committee to make sure that funds are distributed equitably. The grant may be used to support an ongoing outreach project, or it may be seed money for a new project. In exceptional circumstances, matching funds can be used for travel project or salaries. Otherwise, funding is to be used for other purposes. While 501(c)3 status is not a requirement, applicants on behalf of organizations with status will be given priority.

Recipient must agree to be a part of publicity involved with the Outreach Fund, and to provide quarterly updates on the project and a year-end final report.

### PAYMENT SCHEDULE

We reserve the right to regulate the distribution of the funding and accordingly, the recipient may receive funds in installments or in one lump sum. Funding is typically granted for one year. However, applicants may re-apply and be considered for additional funding based on availability. Grant payment will be made directly to the organization receiving the grant.

### REPORTING REQUIREMENTS

We reserve the right to regulate the timing of financial reports and status updates for the project based on its scope and nature. The reporting schedule will be established for a recipient at the time a grant is issued. Written reporting will include accomplishment of goals and details of how grant funding was expensed.

### FINANCIAL DISCLAIMER

First Church in Marlborough is a non-profit religious organization. In the event of a radical change of circumstances, payment of funds may be altered.



## 350<sup>th</sup> OUTREACH FUND – GRANT APPLICATION

Applicant Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

First Church Status \_\_\_\_\_ Member

\_\_\_\_\_ Active Friend

Name and Address of Organization Seeking Funding

\_\_\_\_\_  
\_\_\_\_\_

Names, Titles and Emails for Two Contacts from the Organization Seeking Funding

\_\_\_\_\_  
\_\_\_\_\_

Website/Social Media Information for the Organization Seeking Funding

\_\_\_\_\_

Does Organization have 501(c)3 Status \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, attach supporting documents. If no, provide additional documentation supporting your organization's charitable contributions to the community and tax status.

Amount of Grant you are Seeking \$ \_\_\_\_\_

Attachments Required with this Form:

1. Mission Statement of the Organization Seeking Funding

2. Applicant's Role/Affiliation with Organization Seeking Funding
3. Scope of Project. Please include the following information:
  - a. What are the goal and expected outcomes of your project?
  - b. How will the project be carried out?
  - c. How is the project compatible with the Christian mission of First Church in Marlborough?
  - d. When will the project be completed? / Is the project ongoing?
  - e. Are you seeking other sources of funding for the project?
  - f. How will you measure the expected outcomes of your project?

*Please limit your statement to 600 words.*

Signature \_\_\_\_\_

Date \_\_\_\_\_