



NCM USA/Canada Grant Application

Effective 12/1/2005

Revised 4/12/2007

Grant Requirements and Restrictions

- Grants are awarded only to registered Nazarene Compassionate Ministry Centers with current information and all necessary documents on file in the NCM USA/Canada office.
- No grants will be made directly or indirectly to pay salaries of full or part time.
- An organization can only receive funding once every two years; applications not meeting this criterion will not be reviewed.
- All grant applications must have the approval and support of the presiding District Superintendent(s).
- Capital improvements (building or facilities purchase or maintenance; paying bills or loans) shall not amount to more than 25% of the grant request.
- Grants are awarded in varying amounts from \$1,000 to \$10,000 with \$5,000 being most common.

Grant Review Guidelines

Preference is given to grant requests which:

- Show a variety and diversity of funding streams
- Prove the short and long term benefits of granted funds
- Establish measurable outcomes and goals
- Utilize strategic partnerships within the community
- Display a proven history of organizational success and acceptance in the community
- Evidence a strong plan for capacity building and organizational development
- Demonstrate a consumer-driven system of service and delivery
- Present a real community need with practical, sustainable solutions
- Follow the instructions for application correctly
- Maintain a close relationship to the NCM USA/Canada office



Grant Application Instructions

Organizations meeting the criteria listed in the Grant Requirements and Restrictions section may submit applications by following the outlined format below and may be submitted

By email to: ncmusacan@nazarene.org

By fax to: 913-577-0893

By mail to: NCM USA/Canada
Global Ministry Center
17001 Prairie Star Parkway
Lenexa, KS 66220

Grant applications are considered monthly, with deadlines for submission on the 1st of each month. Grants, meeting appropriate requirements, received after the deadline will be held for the next review session.

Potential grantees must submit:

- An organizational chart for the organization which specifically highlights the accountability structure for the funded project.
- An itemized budget for the funded project with NCM grant money specifically noted.
- An authorization page approving the grant request and designating an individual to enter into the grant agreement on behalf of the organization; this page must be signed by the Executive Director and the District Superintendent with jurisdiction.
- A list of the Board of Directors including titles and professional and volunteer information.
- A five page (max) Grant Application, the contents of which are described below.

The application does not need to be verbose so long as it presents the relevant information and gives a thorough picture of the funding request. The total number of pages submitted should not exceed ten.

Required Organizational Information

- The organization's name, mailing address and website address.
- The name of the contact person, title, phone and fax numbers and email address.
- The Mission Statement (purpose) of the organization.
- Length of time the organization has been in operation. Be sure to note the date of incorporation (especially for organizations which operated as a ministry of the local church for an extensive time period before incorporation).

- The target population, geographically, ethnically and economically.
- The number of staff, noting full or part time, paid or unpaid and the number of volunteers (unique individuals, not repeat volunteers) and volunteer hours.
- The organization's current operational budget.
- For the past fiscal year, state the amount and percentage of the following revenue sources contributed to the organizations operational budget:
 - Federal, State or Local Government
 - Individual donors
 - Foundations or Corporations (please list)
 - Churches (please list)
- Self-disclosure statement: the amount and dates of NCM grants previously received.

Required Grant Application Information (this information should be double-spaced)

- Amount requested
- The purpose of the grant (what does the organization want to do).
- How the funds will be spent. (Include basic plans, but leave specific details to the attached program budget—see above.)
- The target population that will benefit from this funding. In this section include the community need not being met elsewhere and the basic plan for meeting this need with this funding.
- The expected outcomes and means of measuring those outcomes.
- Any community partner organizations that will assist in completion of this project.
- In the remaining space please provide any additional information that you feel will be especially beneficial to the Grant Approval Committee.

Applications will be evaluated and scored by the NCM Grant Review Committee. Results of all applications will be returned to the applicant with an explanation of the decision. It is our intention to provide all applicants with some constructive feedback and guidance on their application regardless of the funding status.

