



**GUIDELINES FOR COMPLETING
THE IDLEWILD PRESBYTERIAN CHURCH
COMMUNITY SUPPORT APPLICATION FOR 2023 FUNDS**

Idlewild Ministry Community Support Mission

Through its Community Support ministry, Idlewild Presbyterian Church seeks to respond to the call of God to minister to the needs and hurts of people by providing annual funding to community nonprofits that provide compassionate services to the hungry, prisoners, the homeless, the sick and those living on the margins of society or with a unique, unmet need in the metro Memphis area.

APPLICATION DUE DATE: January 27, 2023

GUIDELINES

These guidelines are given in an effort to clarify anticipated questions regarding the Application; however, if you have any questions, please call Marsha Enlow, 726-4681 x 210, or Janie McCrary at 834-4829

Please limit your application to no more than three (3) pages exc. financial and board information.

1. 501(c)3 forms

- a. **First time applicants or those who did not apply last year**, please respond to the questions about your 501(c)3 status and send a copy of your IRS letter of determination.
- b. **2022 grant recipients**, you do not need to send a duplicate IRS letter of determination unless there has been a change in your status.

2. Financial Information

- a. **2023 Budget** should show sources of **Income /Amount**, i.e. Donations, Government Grants/Loans, Fees for Service, etc., and **Expenses/Amount**, i.e., Salaries, Benefits, Rent, Client Services, Supplies, etc.) *These are only examples. List your line items.*
- b. If your budget will not be approved by the above deadline, please notify Brenda Harris and provide an estimated date of completion.
- c. Please send your **latest monthly Budgeted Income & Expense Statement**. This is to show your income and expenses year-to-date. This is not your audited year-end financial statement.

3. Grants

Most grants are in the \$1,000-\$2,500 range with a few in the \$3,000-\$5,000 range; the maximum grant is \$5000.

4. Board Information

Please include a list of your board members and, if possible, their affiliations (where they work, community volunteer, etc.).