



Community Support Grant Guidelines and Application for **2024** Funds

Community Support Grant Mission Statement

Through its Community Support Grant ministry, Idlewild Presbyterian Church embodies God's love by funding community non-profits who provide compassionate services. This funding extends Idlewild's current outreach ministry efforts by fostering a more just, inclusive, and welcoming community.

2024 Grant Theme: Restoration

"The Lord will guide you continually and satisfy your needs in parched places and make your bones strong, and you shall be like a watered garden, like a spring of water whose waters never fail.

Your ancient ruins shall be rebuilt; you shall raise up the foundations of many generations; you shall be called the repairer of the breach, the restorer of streets to live in."

– Isaiah 58:11-13

"Finally, brothers and sisters, rejoice. Be restored; encourage one another; agree with one another; live in peace; and the God of love and peace will be with you."

– 2 Corinthians 13:11

Guidelines

Because we receive an abundance of applications, and our funds are limited, please review these guidelines carefully. While these guidelines attempt to clarify anticipated questions regarding the process, contact Marsha Enlow at 901.726.4681 ext. 210 or Karen Matthews at 662.822.7678 with any additional questions that may arise.

Application Deadline: January 26, 2024

Any incomplete or late applications, including any missing required attachments, will not be considered for a 2024 grant.

1. Grant Reviewing Process

All grant applications will be evaluated based upon their alignment with the Community Support Grant mission statement, this year's grant theme, and how the Community Support Grant committee scores each application.

2. Required Attachments with Application

- a. 501(c)3 forms, including a copy of your organization's 501(c)3 IRS letter of determination
- b. A copy of your organization's latest audited and year-end financials (If audited financials are not available, please explain why.)
- c. A copy of your organization's current year budget and year-to-date actuals
- d. A list of your organization's board members, preferably with their affiliations
- e. An organizational chart or list of key staff members

3. Timeline

- a. Awardees notified by April 30.
- b. Awarded grants distributed in two payments. First payment arrives by June 30. Second payment arrives by December 30.

Application

Organization: _____

Contact Person: _____

Phone: _____ Tax ID#: _____

E-mail: _____

Website: _____

Mailing Address: _____

1. When was this organization founded? _____
2. When did this organization begin to serve in the Memphis area? _____
3. Total Number of Staff
 - a. Full-time: _____
 - b. Part-time: _____

For the following questions, applicants are limited to a total of three pages.

4. Describe your organization's purpose, target population (including location), services provided, and number of people served by your organization.
5. Specifically describe how your organization plans to use the Community Support Grant to fund an organizational need and/or project. In your response, please address the following:
 - a. What is the organizational or community need that the awarded grant will address in service to the Memphis community?
 - b. What is your proposed approach to addressing this need?
 - c. What are the demographics and anticipated number of people served by fulfilling this organizational need and/or project?
 - d. Describe your budgetary costs (personnel, travel, supplies, contractual/consultant, facilities, administrative overhead, and other costs), and how they relate back to addressing the needs of the Memphis community.
 - e. What is the date range for your organizational need and/or project?
Start: _____ End: _____
6. Based on your response to Question #5 and, if applicable, the attached Budget Detail Addendum, what is your organization's requested total amount for a grant? \$ _____
7. Outside of being a recipient of past grants, describe any connections your organization has with Idlewild Presbyterian Church or any other Presbyterian Church (USA) congregations in Memphis.

- 8. How does your organization collaborate with other non-profit organizations in the Memphis area, and how will these collaborations factor into your organizational need and/or project?
- 9. What are the key points of your organization's sustainability plan?
- 10. Does your organization have an endowment? If so, how much, and how do you access it?
- 11. Outside of financial support, how else can Idlewild Presbyterian Church support your organization?

Signature: _____

Title: _____

Date: _____

Budget Detail Addendum

If your grant request is project-based, use this form to provide a budget detail for your proposed project – limit to one page.

Personnel = \$

<u>Name</u>	<u>Role</u>	<u>Total hours</u>	<u>Hourly rate</u>	<u>Support requested</u>	<u>Fringe benefits</u>	<u>Total</u>
			\$	\$	\$	\$
			\$	\$	\$	\$
			\$	\$	\$	\$

Travel (reimbursement for mileage limited to \$0.655/mile) = \$

Supplies = \$

Contractual/Consultants = \$

Other = \$

Facilities and Administrative Overhead (limited to 10% of direct costs) = \$

Requested Total Amount for a Grant = \$