Community of Christ

**WORLD HUNGER
TANGIBLE LOVE
MINISTRIES**

www.CofChrist.org/hunger
www.CofChrist.org/love

TABLE OF CONTENTS

AT A GLANCE

Who is eligible…
    PRIORITY ONE: Community of Christ jurisdictions (i.e., congregations, mission centers, and fields) that actively participate in collaborative ministries with the community

    PRIORITY TWO: Organizations <u>designated</u> as Community of Christ affiliates that share World Hunger/Tangible Love goals and meet all application requirements
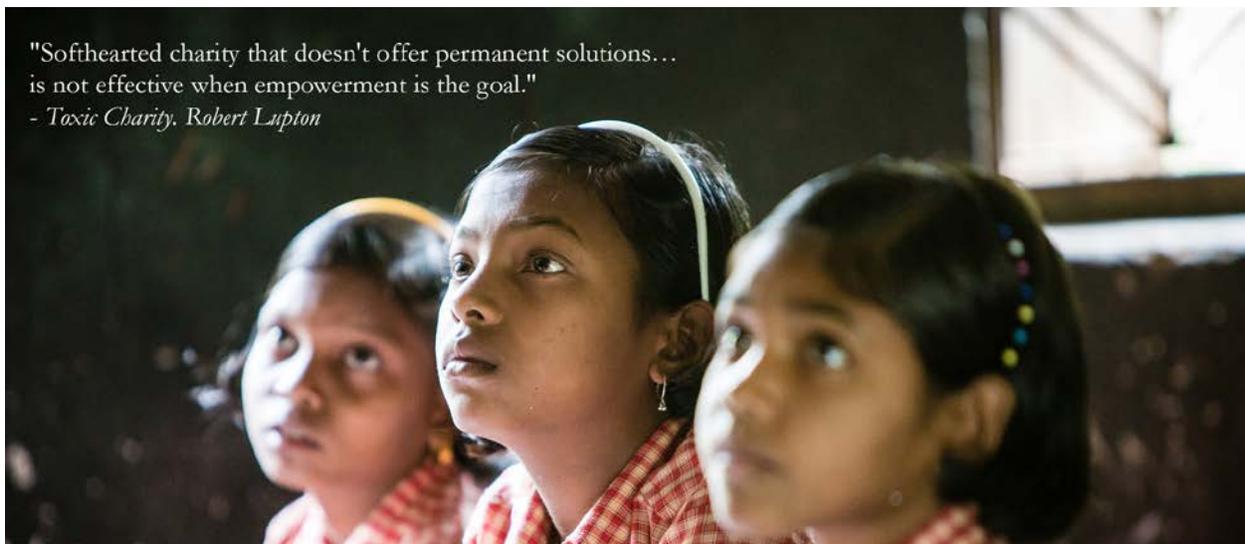
    PRIORITY THREE: Community organizations linked to Community of Christ that meet the same World Hunger/Tangible Love criteria (subject to availability of funds)

What you receive…
- "Seed" grants for long-term programs to help:
  - Eliminate poverty/hunger
  - Advocate for justice/worth of persons
  - Advance equality and healthy standards of living
  - Protect the sacredness of the earth
  - Promote peace
- Guidance from Legal Services and Risk Management
- Support of a grant consultant

Your responsibility…
- **Prepare an application that addresses all information requested and follows the instructions provided:**
  - Proposal narrative (7 sections)
  - Current operating budget
  - Proposed program budget form/s
  - Budget narrative
  - Letters/emails of support
  - Summary sheet
- Meet submission deadlines
- Provide ministries of relational support, going beyond giveaway charity
- Achieve measurable outcomes, build community collaborations, and plan for long-term sustainability
- Prepare and submit Annual Reports

"Softhearted charity that doesn't offer permanent solutions… is not effective when empowerment is the goal."
- *Toxic Charity, Robert Lupton*

INTRODUCTION

Financial resources from the Abolish Poverty, End Suffering Mission Initiative are made available through "seed" grants to help jurisdictions develop collaborative and innovative programs within their communities.

MISSION OF WORLD HUNGER AND TANGIBLE LOVE FUNDS

SHARING OUR ABUNDANCE, WE STRIVE TO EMPOWER THE VULNERABLE AND BRING WHOLENESS TO ALL PERSONS THROUGH ACCESS TO

WORLD HUNGER	TANGIBLE LOVE
LIFE-SUSTAINING PROVISIONS AND ECONOMIC FAIRNESS	COMPASSIONATE SERVICES AND UNWAVERING ADVOCACY

Read carefully through the guidelines and application. If your jurisdiction is collaborating with a program or envisions serving a need in the community that aligns with the information presented, you are invited to submit a grant proposal. For questions or to discuss a potential program, call/write the administrator (Contact information, page 9).

SUCCESSFUL BEGINNINGS

STRATEGY ONE: Consider your jurisdiction's assets and match them to your community's needs.

STRATEGY TWO: Develop a plan of service that best fits your jurisdiction's resources and capabilities.

STRATEGY THREE: Collaborate with persons or groups from the community to provide long-term ministries.

FOUR CORE ELEMENTS
OF SUCCESSFUL LONG-TERM PROGRAM MINISTRY

I.   **RELATIONSHIP BUILDING** has investment from both—the givers and receivers.
   - Programs that help end poverty and hunger do more than give away goods or money.

II.   **OUTCOMES** focus on positive change in the recipients' lives.
   - Programs that help end poverty and hunger do more than count the number of people served.

III.   **COLLABORATIONS** work to magnify services through collective resources.
   - Programs that help end poverty and hunger do more than rely on their own initiative.

IV.   **SUSTAINABILITY** (continuing presence) promotes stability in clients and communities.
   - Programs that help end poverty and hunger do more than "promise" to be there in the future.

GUIDELINE DETAILS

Proposals may be submitted by any jurisdiction of Community of Christ. The proposed program must be a collaborative effort between a jurisdiction <u>and</u> its community that support ministry to heighten access to food security and healthy, sustainable living; increases environmental stewardship; advocates for human rights; and promotes reconciliation, peace, and justice for all creation.

Ministries should recognize the dignity and worth of individuals, families, jurisdictions, and communities while facilitating alleviation of social problems and empowering those involved. Financial support for planned programs <u>must be</u> collaborative: 1) World Hunger/Tangible Love Ministries seed grant, 2) local Community of Christ jurisdiction funds, and 3) community resources.

Grants are provided for one year. Programs may request funding for a second and third year on a decreasing scale, if the applicant demonstrates sufficient progress in achieving program outcomes and financial stability. All required reports and evaluations <u>must be</u> submitted by July 15th for reapplications to be accepted.

Additionally, new cash funding sources <u>must be</u> evident in the Year Two and Year Three budgets. Funds requested may include a small portion for grant writing services or salaries to help build organizational sustainability. However, no jurisdiction may request total funding for its program through a World Hunger Ministries/Tangible Love grant or request seed money for temporary or short-term projects.

Programs selected may be new or already existing in the community. While the design and implementation of any long-term program may begin with your group's call to social ministries, there must be specific collaborative engagement between church and community—the grants are not to fund a jurisdiction-only program or be "pass through" dollars to an organization.

Remember—those persons to be served have experienced many promises that turned to disappointments when others said they "would be there for them." A positive way to be sure you are able to sustain a service once you start building relationships with the least of God's people is to have a solid breadth and depth of community investment.

World Hunger/Tangible Love Ministries grants are "seed" money and provide an opportunity to learn or enhance your skill of grantwriting in preparation for approaching community funders. Following the stated requirements is a critical step to winning grants. For more information and guidance in grant development, review the following resources: http://www.cofchrist.org/grant-writing-support.

Partner and Community Contact

Partnering organizations, e.g., government or community agencies, should be contacted for discussion on a potential collaboration and indicate their willingness to commit to the program prior to grant submission.

All applicants are required to take the necessary steps that ensure the proposed program qualifies for World Church insurance and legal coverage. (See Office General Counsel and Risk Management guidelines, pages 7-8).

Upon receipt of a proposal, the administrator forwards a copy to Office of General Counsel and Risk Management. These departments evaluate the proposal and provide the administrator a letter or email that either (1) approves the program, (2) offers important recommendations to be addressed by the program director, or (3) recommends delay of the proposal due to concerns, such as insurance liability. Only when letters approving the use of church coverage or a jurisdictional letter stating that acquisition of separate appropriate coverage is secured and documentation is attached, shall the proposal be submitted to the team for review.

"Reviewing applications for World Hunger/Tangible Love grants is an exciting opportunity to further the ministry provided by the Office of General Counsel. I appreciate being able to collaborate with congregations and members to help establish new mission opportunities in a safe and legal way."Dave Davis, Legal Counsel

Office of General Counsel

When the jurisdiction is engaged in community service as an outreach of the church, it is appropriate to use the church's nonprofit designation. In a collaborative program, the jurisdiction may use its nonprofit status if serving as the "lead agency" and holding control of the funds as designated fiscal agent. Jurisdictions should not allow outside or non-related community or faith groups to operate as a separate entity using the church's nonprofit designation.

Participation in services or activities that could be characterized as political activity, including lobbying, is generally not acceptable and might jeopardize the church's nonprofit designation.

It should also be noted that entities engaging in activities, which deliberately earn program income similar to for-profit organizations, might jeopardize nonprofit status. This does not include fundraising events where the intent is to increase support for ongoing program needs.

Generally, nonprofit organizations should not derive more than half of their revenue from unrelated business activities. Key factors to consider include: (i) the purpose of the activity, (ii) the magnitude of the activity in relation to tax exempt activities of the organization, and (iii) the nature of the activity, e.g., whether it involves actively conducting a commercial business enterprise involving the production of goods or performance of services or merely a passive investment or rental activity.

For questions about these items please contact the Office of General Counsel: phone 1-800-825-2806, ext. 2221 (USA or Canada) or 00+1-816-833-1000, ext. 2221 (International) or e-mail legalservices@cofchrist.org.

Risk Management

Insurance
When a program is part of the jurisdictional ministry, the activities are covered under the liability insurance of the World Church.

A program is typically considered part of the jurisdictional ministry when
- it is supported by the pastorate and members;
- is promoted within the jurisdiction;
- the jurisdiction controls the ministry—leadership, scope, and direction; and
- the jurisdictional leadership assigns resources that support the ministry.

To remain under the World Church's insurance program, a group must have their board of directors elected at a mission center conference. This requirement carries with it the assumption that the mission center officers have decision-making responsibility regarding the nominating process. This allows groups to have coverage under the World Church's General Liability program and avoids the need for outside insurance.

Groups that desire to originate new programs in collaboration with the community and/or have grown to a point where they may be ready to evolve beyond jurisdictional control must give thought to their insurance needs. Leadership must be prepared to develop its own nonprofit entity, take on responsibility for its own liability insurance, and elect a freestanding board of directors composed of community and jurisdictional leaders with sole control of its operations.

Registered Youth Workers
Jurisdictional groups operating programs oriented towards children or programs oriented to adults where child care is provided **<u>must</u>** comply with the Registered Youth Worker program.

Groups that rent/use Community of Christ facilities must provide adequate insurance coverage including sexual abuse coverage in cases where children are involved.

Mental Health/Substance Abuse Counselors
If counselors are involved with programs or educational classes, they must be licensed and carry their own insurance in the event of malpractice.

For questions about these items please contact Risk Management: phone
1-800-825-2806, ext. 3057 (USA or Canada) 00+1-816-833-1000, ext. 3057 (International) or e-mail riskmanagement@cofchrist.org.

SUBMISSION CRITERIA

Only **complete** applications prepared in accordance with the Application & Cover Sheet instructions inclusive of a full set of attachments and required signatures are accepted for review.

Forms are available in print or online at www.CofChrist.org/tlove or www.cofchrist.org/hunger.

> ➢ **For inquiries or more information contact:**

World Hunger/Tangible Love Ministries Administrator

International Headquarters

1001 West Walnut

Independence, MO 64050-3562 USA

Phone: 1-800-825-2806 ext. 2221 (USA or Canada)

816-833-1000 . 2221 (Local Area)

00+1-816-833-1000 ext. 2221 (International Calls)

(Check www.countrycallingcodes.com for your country's USA code)

Fax: (816) 521-3097

Email: grantproposals@cofchrist.org

Full applications must be received by your apostle, mission center president, and mission center financial officer on or before February 1 or September 1 for their review. Letters or emails of approval from the pastor, if applicable; mission center president, mission center financial officer, and apostle must be attached to the proposal.

The complete application packet with all jurisdiction approvals must be sent to the Ministries Administrator by March 1 or October 1.

Applicants and church jurisdictional leaders will be advised of funding decisions within sixty days of the **March 1 or October 1** application deadline. Programs are considered for funding based on funds available and completion of all application requirements.

> "Comprehensive, long-term, holistic efforts that help those in poverty find solutions are needed for lasting change. These are the kinds of efforts we are called to support, partner with, and in some cases, initiate."
> **(President Stephen M. Veazey)**

AWARD EXPECTATIONS

Administering the Funds
The funds authorized by the World Hunger/Tangible Love Ministries team are awarded in harmony with the criteria presented in the application packet. The program director, the jurisdictional leadership, and the financial officer to whom funds are allocated have authority to make all decisions in accordance with the approved proposal.

Accountability
- The program director and financial officer should not be from the same family.
- Any program undertaken must not be defamatory, violate, or infringe upon privacy rights, copyrights, or other proprietary rights of any third party.
- Maintenance of all financial records related to the grant is required for three years following completion of the grant inclusive of records from any subcontractor or consultant involved.
- Applicants who plan to engage sub-contractors are expected to obtain competitive bids and provide assurances the prices are fair and reasonable.
- Compliance with equal employment opportunity and nondiscrimination laws and policies is required.

The World Hunger/Tangible Love Ministries team chair, after appropriate consultation with the Presiding Bishopric, reserves the right to terminate financial support of any program at any time when it is deemed such action is in the best interest of the church. Should a program be terminated before completion, any unused balance of funds should be returned to the Ministries Administrator.

Interim Status Changes
If a program director or financial officer changes, please contact the administrator with the name, address, phone number, fax number, and email address of the new director/officer.

Replication of Success
Your program's success can benefit others beyond your community. Grant recipients are asked to be willing to share their story of positive results and lessons learned.

Reporting Requirements for All Grant Recipients

1) **Annual Progress Report** must be submitted by the program director no later July 15.
2) **Annual Financial Report** is due each year indicating the outstanding balance as of June 30. This financial report is due by **July 15** each year until funds are expended.

The World Hunger/Tangible Love Administrator will send reminders one month before the due date. Reporting forms are in the packet and available online. **All reports must be <u>current and on file</u> with the Ministries Administrator prior to reapplication.**

Proposal Narrative (7 sections)

Instructions: (Delete these instructions before submitting the application.)

Your proposal narrative should be formatted as follows:
- as a Microsoft Word document (if possible)
- not to exceed 10 pages; font size should be 11 or 12 point
- **NOTE:** All <u>reports</u> are to be submitted <u>prior</u> to application deadline, if previously funded. Therefore, please <u>do not</u> include annual progress and/or financial reports with application packet.

Please use the bold typed headings as an organizational tool. Enter your response to each section <u>under</u> the heading. You may delete section instructions when done**.**

---

1. **<u>Purpose</u>**

   Explain the purpose of the proposed program and explain how it supports the mission of the sponsoring jurisdiction.

2. **<u>Problem or Need</u>**

   Describe the specific need or problem your proposed program seeks to address. Please include <u>local</u> information that demonstrates this need. Be specific about how the target population or community you plan to serve is impacted by the problem/need.

3. **<u>Jurisdiction & Program Overview</u>**

   a. **<u>Brief History</u>**

   If the jurisdiction is currently involved in the community and/or with the target population, please explain what programs and services are already offered.

   b. **<u>Proposed Program Description of Activities</u>**

   Describe the program plan and strategies to be implemented including
   - *characteristics of the target population*
   - *the anticipated number of persons to be served*
   - *specific type and frequency of activities planned to achieve positive results*
   - *other relevant information important to the success of the program*

4. **Program Measurement**

   Identify the program goals and the expected measurable outcomes. Remember the following definitions when presenting each answer: A <u>goal</u> is the overarching result desired by implementing the program. An <u>outcome</u> measures the changes or benefits achieved by the persons being served.

   a. **Goals**

      Indicate the short-term and long-term goals to be achieved.

      Examples—
      - Goal: Long-term—Improve the lives of children through greater access to educational opportunities that prepare them for life without poverty
      - Goal: Short-term—Create an after school program for at-risk children to help improve their knowledge, skills, and ability to succeed in school

   b. **Outcomes**

      *State the outcomes of your proposed program. Outcomes **ARE NOT the number served.** Outcomes measure **CHANGES** relevant to behavior, knowledge, skills, attitudes, situations, or other benefits achieved by program participants.*

      Examples—
      - Outcome: 70% of the children receiving after school tutoring raise their reading skills at least one level within three months
      - Outcome: 80% of the children increase math skills to grade level capacity by the end of the school year

   c. **Evaluation**

      *Explain how the program is being measured. How do you know the goals are being achieved? By what method is progress or success determined? Measurement is **NOT BASED ON COUNTING THE NUMBER OF PROGRAM ATTENDEES.***

      Examples—
      - self-reports of progress by participants
      - pre- and post-tests given
      - school grades improve
      - reduction in truancy

5. **Personnel**

   Identify the number of individuals involved, their roles and responsibilities, credentials and experience for performing the work, and if they are paid and/or volunteer. Please include the involvement of jurisdiction leaders and members as well as community peers. If applicable, include information on any accreditation or licensure necessary to operate the program (such as mental health counselor licensure or youth worker registration).

6. **Collaboration**

*Collaborations **are required** between the jurisdiction and community organizations.*

- Discuss the role of the jurisdiction and its members involved in the program.
- Explain the roles/responsibilities of all groups involved in the proposed program and any plans for expanding to include future collaborative entities.

7. **Sustainability**

A plan for program sustainability is required. New cash funding sources must be identified as a part of a second and third year application. Please describe the strategy and timeline for beginning immediately to secure other funding sources for support. Clarify how various sources of support (financial, in-kind, personnel, facilities, etc.) may complement one another in the proposed program.

8. **Proposed Program Budget**: Using the budget form/s provided, itemize a realistic and detailed budget for the total program including revenue and expenses with estimated budgets for Years Two and Three, if applicable**.**

   a. **Parameters for Grant Request:** The first year's request may be no more than **85%** of the total, realistic cash expenses. Projected budgets of income and expenses for additional years may include no more than **75%** of the original award in the second-year request and is limited to **50%** of the original award in the third year. The budget must

      1. identify jurisdiction and community revenue and support.
      2. indicate the intended use of grant funds requested as a part of total budget.
      3. specify in-kind contributions separately from the cash income.

   b. Congregations, mission centers, and fields: Depending upon the circumstances and jurisdictional efforts to secure other funding sources, satisfactory progress, and up-to-date reporting, requests for a fourth year of funding may be considered for no more than 50% of the first-year's grant award.

   c. **Budget Narrative:** (in Word document form) The *budget* narrative is to explain

      1. Formal requests made to other funding sources:
         − Name the sources(s) and tell if the funds are pending or committed.
         − New cash sources must be obtained, if further funding is to be considered by World Hunger/Tangible Love Ministries team after the first year.

      2. Program expenses per line item:
         − Identify which expenses are to be covered by this requested funding support.
         − For *salary coverage,* please note the percent of full-time employment for the position(s) to be funded.

9. **Letters or Emails of Approval**: Applications must have signatures or emails from the program operating location.

   a. Congregations, mission centers, and fields: Letters or emails of support are required that indicate <u>substantive</u> knowledge of the program proposed and confidence in the person(s) implementing the program. The letters must be from the pastor, if applicable; mission center president, mission center financial officer, and apostle.

   b. Letters must carry a date of no more than three months prior to submission to the World Hunger/Tangible Love Ministries team.

10. **Letters of Program Support:** (Optional) Collaborating organizations or community members may provide letters of support and limited program materials, i.e. photos with captions, media clippings, testimonies or stories.

BUDGET	Total Program Budget for First Year	Intended Use of WH/TL Grant Funds Requested*
		*no more than 85% total program
Cash Revenue		
World Hunger/Tangible Love Funds Received	0	0
Jurisdiction Name and Funds Contributed		
[Other Source]	0	
[Other Source]	0	
Total Revenue	0	
In-kind Resources		
Expenses		
Stipend/Salary, if applicable	0	0
Equipment	0	0
Supplies	0	0
Food	0	0
Paper	0	0
Kitchen	0	0
Workshop materials	0	0
Rent, Utilities	0	0
List other expenses	0	0
	0	0
	0	0
Total Expenses	0	0

*See page 14, 8.a. Parameters for Grant Request

Please provide a Budget Narrative in a separate **Word document** explaining each line item of the program revenue and expense.

(If viewing online, double-click inside the table and the forms become an active Excel spreadsheet).

BUDGET	Total Estimated Program Budget for Second Year	Intended Use of WH/TL Grant Funds Requested*
		*no more than 75% of total program
Cash Revenue		
World Hunger/Tangible Love Funds Received	0	0
Jurisdiction Name and Funds Contributed		
[Other Source]	0	
[Other Source]	0	
Total Revenue	0	
In-kind Resources		
Expenses		
Stipend/Salary, if applicable	0	0
Equipment	0	0
Supplies	0	0
Food	0	0
Paper	0	0
Kitchen	0	0
Workshop materials	0	0
Rent, Utilities	0	0
List other expenses	0	0
	0	0
	0	0
Total Expenses	0	0

*See page 14, 8.a. Parameters for Grant Request

Please provide a Budget Narrative in a separate **Word document** explaining each line item of the program revenue and expense.

BUDGET	Total Estimated Program Budget for Third Year	Intended Use of WH/TL Grant Funds Requested*
		*no more than 50% of total program
Cash Revenue		
World Hunger/Tangible Love Funds Received	0	0
Jurisdiction Name and Funds Contributed		
[Other Source]	0	
[Other Source]	0	
Total Revenue	0	
In-kind Resources		
Expenses		
Stipend/Salary, if applicable	0	0
Equipment	0	0
Supplies	0	0
Food	0	0
Paper	0	0
Kitchen	0	0
Workshop materials	0	0
Rent, Utilities	0	0
List other expenses	0	0
	0	0
	0	0
Total Expenses	0	0

*See page 14, 8.a. Parameters for Grant Request

Please provide a Budget Narrative in a separate **Word document** explaining each line item of the program revenue and expense.

Community of Christ

**WORLD HUNGER and
TANGIBLE LOVE MINISTRIES**

SUMMARY SHEET

JURISDICTION NAME:	
PROGRAM TITLE:	
CITY/VILLAGE:	
STATE/ PROVINCE/NATION:	
PROGRAM DIRECTOR:	
ADDRESS:	
PHONE & FAX:	
EMAIL ADDRESS:	
PROGRAM FINANCIAL OFFICER:	
ADDRESS:	
PHONE & FAX:	
EMAIL ADDRESS:	
TOTAL FY PROGRAM BUDGET:	
AMOUNT of GRANT REQUEST:	
PREVIOUS GRANT RECIPIENT:	☐ YES ☐ NO
IF YES, PROVIDE DATE(S) & AMOUNT(S)	

(Use only the space provided)

Summary of proposed program:

REQUIRED SIGNATURES (May substitute email of support)	**DATE**
Program Director:	
Congregation Pastor:	
Mission Center President:	
Mission Center Financial Officer:	
Apostle:	

Community of Christ

**WORLD HUNGER and
TANGIBLE LOVE MINISTRIES**

APPLICATION CHECKLIST

The proposal submitted _must_ include the following narrative sections (1-7) labeled by topic and number in this order, budget forms, signatures, and attachments. See Application for the <u>details</u> required in each section. (Retain the checklist for your files.)

☐ **1**. **Purpose:** Explain the purpose of the proposed program and explain how it supports the mission of the sponsoring jurisdiction.

☐ **2**. **Problem or Need:** Describe the specific need or problem your proposed program seeks to address.

☐ **3**. **Jurisdiction & Program Overview**
 A. **Brief History:** If the jurisdiction is currently involved in the community and/or with the target population, please explain what programs and services are already offered.

 B. **Proposed Program Description of Activities:** Describe the program plan and strategies to be implemented.

☐ **4**. **Program Measurement**
 A. **Goal(s):** Indicate the short-term and long-term goals to be achieved.

 B. **Outcomes**: State the outcomes and target population changes expected to occur.

 C. **Evaluation**: Explain the method by which the program is being measured.

☐ **5.** **Personnel needed:** Identify the individuals involved, roles, experience, and level of engagement of jurisdiction and community members.

☐ **6.** **Collaborations:** Collaborations are required between jurisdictions and community entities. Explain the roles and responsibilities of all entities involved.

☐ **7**. **Sustainability:** A plan for program sustainability is required with new funding evident.

☐ **8**. **Proposed program budget:** Complete the budget form/s included. Provide a budget narrative explaining the sources of revenue and the program expenses.

☐ **9**. **Letters or emails:** Jurisdictional communications of support with signatures must be received with the application.

Attachments:

Please provide the following documents

☐   **Summary Sheet** completed with all applicable signatures or letters/emails

☐   **Current operating budget**, if program is operational at time of application

Letters of support from one or more collaborating organizations and program materials, i.e. photos with captions, media clippings, testimonies or stories, when available are optional.

FOR ADDITIONAL INFORMATION
Contact: Tangible Love/World Hunger Ministries Administrator
Call: 1-800-825-2806, ext. 2221 (USA or Canada)
00+1-816-833-1000, ext. 2221 (International)
e-mail: grantproposals@cofchrist.org
access the web: www.cofchrist.org/tlove or www.cofchrist.org/hunger

---

Community of Christ

TANGIBLE LOVE and
WORLD HUNGER MINISTRIES

ANNUAL PROGRESS REPORT

Reports allow grantees to communicate their progress in achieving goals and outcomes. The reports are due **July 15** each year until funds are expended. Reports consist of three main parts: **Progress Toward Outcomes**, **Program Activities/Lessons Learned, and Budget Information**. Reports should not exceed five (5) typewritten pages.

Please direct questions on preparing reports to Tangible Love/World Hunger Administrator.

JURISDICTION NAME:	
PROGRAM TITLE:	
GRANT AWARD DATE:	
INDICATE REPORT STATUS:	☐ **Progress Report**　　　☐ **Final Report**
PROGRAM DIRECTOR:	
PROGRAM FINANCIAL OFFICER:	

I. Progress Toward Outcomes

1. List the program outcomes originally stated in the funded proposal and discuss progress to date toward achieving and evaluating each outcome.
2. Indicate whether program implementation is on track with the original design and timeline. Explain the nature of and reasons for any changes in program focus, scope, oversight, delivery, schedule or evaluation.

II. Program Activities/Lessons Learned

1. Discuss any changes in the grantee organization's legal or financial status, and any changes in key personnel from the staffing originally proposed.
2. Discuss important discoveries or lessons learned when you implemented the program (i.e. facilitators/support, challenges/barriers to progress, and unanticipated outcomes/impact), and explain how you incorporated the new knowledge into program operations.
3. Identify communication methods that you have used to share program activities, outcomes, and lessons learned. Feel free to attach program materials, i.e. photos with captions, media clippings, testimonies or stories, if available.
4. Describe technical assistance, if any, needed to keep the program on track and to preserve the likelihood that outcomes will be achieved.

III. Budget Information

1. Using the form provided, report the current financial amounts requested.
2. Be sure to also provide a budget narrative that explains the grant expenditures.
3. Justify all variances greater than 10 percent of originally budgeted amounts.
4. Attach a current year income and expense report including a comparison of budget to actual.

Community of Christ

**TANGIBLE LOVE and
WORLD HUNGER MINISTRIES**

ANNUAL FINANCIAL REPORT

Program Number: (provided by office)

JURISDICTION NAME:	
PROGRAM TITLE:	
GRANT REPORT DATE:	July 1, 20-- to June 30, 20--
INDICATE REPORT STATUS:	☐ **Annual Report** ☐ **Final Report**
PROGRAM DIRECTOR:	
PROGRAM FINANCIAL OFFICER:	

	Year 1	**Year 2**	**Year 3**
Amount Received			
Amount Used/Spent			
TOTAL			
Carry Forward (if any)			

Attach a detailed explanation of how the grant funds were spent for this program.

_____   _____
Program Financial Officer   Date

_____   _____
Organizational Program Officer   Date

_____   _____
Mission Center Financial Officer   Date

Please return the completed reports by **July 15 each year** to
Tangible Love/World Hunger Administrator
International Headquarters
1001 West Walnut Independence, MO 64050-3562
mbrown@cofchrist.org

FOR ADDITIONAL INFORMATION: Call the Administrator at 1-800-825-2806, ext. 2221 (USA or Canada) or 00+1-816-833-1000, ext. 2221 (International) or e-mail to mbrown@cofchrist.org.