

Community of Christ

WORLD HUNGER FUND GRANTS

Sharing Our Abundance



As Disciples of Christ we are called to be in the world serving the least among us.

Are YOU seeking to make a difference in a world where far too many are poor and hungry?

Introduction

The World Hunger Fund Committee invites your jurisdiction* to be among those serving the hungry and poor in your local community.

Financial resources are available through grants given to help jurisdictions develop collaborative and innovative programs that restore or protect the worth of persons and provide nutrition and sustenance to all who are hungry. Funding is

available for long-term programs sustained by jurisdiction and community collaboration for years of ongoing benefit to the poor and hungry of the community **or** projects of shorter duration as deemed best suited to a larger community outcome and the jurisdiction's level of commitment. ***Jurisdiction** means congregation and/or mission center.

Providing short-term assistance is essential; being available to support transformation and offer a response that can bring health to the hungry, economic liberation to the oppressed, and lifesaving food security to the poor requires sustainability and an ongoing presence of compassionate ministry through hunger-related efforts.

Read carefully through the application. If your jurisdiction has a current program or envisions serving a need in the community that aligns with the information presented, you are invited to submit a grant proposal to the World Hunger Fund Committee. For questions or to discuss a possible project, contact the World Hunger office (information on page 5).

Successful Beginnings

Together, we who are seeking to follow the Path of the Disciple – *“must be found continuing in the forefront of those organizations and movements which are recognizing the worth of persons and are committed to bringing the ministry of my Son to bear on their lives.”* Doctrine & Covenants 151:9

Decision One: Matching your assets with community needs

- Research what specific needs are in the community:
 - Determine what hunger-related services are being provided and by whom;
 - Look for missing links – are there un-met/under-met needs among the services offered?
- Decide what need(s) aligns with the jurisdiction's sense of calling, resources, and giftedness.

Decision Two: Selecting the path that fits your jurisdiction best

- Should the jurisdiction be the **originator** of services? Can you clearly identify;
 - Volunteers and skilled leaders within the jurisdiction **and** community willing to share the responsibilities of the program?
 - A strong organizational capacity to effectively administer the program with measurable and sustainable outcomes for long-term commitment?
 - Funding strategies and resources sufficient for start-up, ongoing expenses, emergencies, and sustainability of a compassionate community program?

OR

- Should the jurisdiction **help** another organization addressing the need? Do you have;
 - A passion to serve, but limited numbers to carry out the tasks required?
 - A willingness to collaborate with others and share funds and resources?

Guidelines

Proposals may be submitted by any jurisdiction of Community of Christ. The proposed program or project **must be a collaborative effort** between a jurisdiction and its community with a focus on providing support for one or more of the following priority areas:

- Basic human needs of hunger, poverty, nutrition, and health.
- Environmental ministries relevant to agriculture, food supply, and production.
- Gardening or shared production for survival in rural, urban, or high-rise communities.
- Community development programs responsive to the needs of the hungry using local resources and leadership.
- Human rights advocacy related to hunger and poverty issues.
- Multicultural issues, including awareness and education on hunger and poverty.
- Hunger-related ministries with children, youth, and adults.

Ministries should recognize the dignity and worth of individuals, families, jurisdictions, and communities while facilitating the alleviation of hunger and strengthening of the spirit. Financial support for the planned program must be funded on a collaborative basis: 1) World Hunger grant, 2) local Community of Christ jurisdiction funds, and 3) community resources.

Grants are provided for one year. Long-term programs may request funding for a second and third year on a decreasing scale, if applicant reports show sufficient progress – organizationally and financially. Reapplication is necessary with all required reports and evaluations submitted

prior to reapplication. Additionally, new cash funding sources must be evident in the Year Two and Year Three budgets. Funds requested may include grant writing services to help build sustainability.

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 hunger-related ministries, there must be a specific plan for its evolving into collaborative effort between church and community beyond jurisdictional claims of ownership.

If a jurisdiction chooses to **originate** a new service, it must be prepared to partner with an existing nonprofit community agency or commit to gaining the knowledge and skills required to become a separate nonprofit* entity with full responsibility for sound organizational structure, financial sustainability, and liability issues including insurance. This process should be initiated no later than the beginning of Year Two. (See "Additional Information" on pages 6-8 and support resources at <http://www.CofChrist.org/grantwriting>)

**In the USA a "501c3" entity has a federal letter of determination stating its tax exempt, nonprofit status. For all other countries, consult a proper legal representative to determine the corresponding legal document necessary.*

All applicants are required to take the necessary action to ensure the proposed program qualifies for World Church insurance and legal coverage (See Risk Management and Legal Services.)

The World Hunger Administrator will send a copy of the program director's draft proposal to Risk Management and Legal Services once the draft proposal is received. Risk Management and Legal Services will both evaluate the draft proposal and each will provide the World Hunger Administrator a letter or email which either (1) approves the draft, (2) conditionally approves the draft with specific conditions that must be addressed by the program director, or (3) recommends denial of the draft proposal. 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, should the proposal be submitted to the committee for review.

Application Criteria

Proposal must include:

1. Narrative text specifically formatted to address #1-6 on the Proposal Checklist.
2. Financial information, #7 on the Proposal Checklist.
3. Requested letters, #8 on the Proposal Checklist.
4. Cover sheet, #10 on the Proposal Checklist.

Application forms are available in print or online:

- **World Hunger website:** www.CofChrist.org/hunger
- **Community of Christ World Hunger Ministries**
International Headquarters
1001 West Walnut
Independence, MO 64050-3562 USA

Phone: 1-800-825-2806 ext. 2216 (USA or Canada)
816-833-1000 ext. 2216 (Local Area)
00+1-816-833-1000 ext. 2216 (International Calls)
 - Or check www.countrycallingcodes.com for your country's USA code.
Fax: (816)521-3097
Email: worldhunger@CofChrist.org

Proposals *must* be received by your Apostle and Mission Center President and Financial Officer on or before February 1 or September 1 for their review and then sent to the World Hunger Administrator by March 1 or October 1.

Reporting and Evaluation Requirements for All Grant Recipients:

- 1) **Annual Director and Participant Evaluation** reports must be submitted by the program director no later than the anniversary date of a program request (March 1 or October 1).
- 2) **A 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.

Reporting forms are provided at the time funds are sent to the jurisdiction. Forms are also available online. All required reports and evaluations must be submitted prior to

Additional Information

Notification to Applicants

Applicants and church jurisdictional leaders will be advised of funding decisions within ninety days of the application deadline. Programs or projects will be funded subject to the availability of funds and how well the proposal meets the criteria.

Replication of Success

The World Hunger Committee wants your program or project to be successful and for your success to spread. Others will be helped if they can learn from your experiences, positive and negative. Thus, a condition of your application is your willingness to share advice and information with other applicants when requested.

Resource Help in Program Development and the Application Process

World Hunger Ministries has been awarding grants for many years and there is a significant accumulation of experience available to assist those desiring to apply for funding to operate a program of hunger-related service. A synopsis of programs funded by World Hunger Ministries is available for review on the church web page at www.CofChrist.org/hunger.

Administering the Funds

The funds authorized by the World Hunger Committee are awarded in harmony with the criteria approved by the Mission Support Fund Committee. The program or project director, the Community of Christ jurisdictional leadership, and the financial officer to whom funds are allocated have authority to make all decisions in accordance with the approved proposal.

The World Hunger Committee chair, after appropriate consultation with the Mission Support Fund Committee, reserves the right to terminate financial support of any program or project at any time when it is deemed such action is in the best interest of the church.

Should a project be **terminated/closed** before completion, any unused balance of funds should be returned to World Hunger Ministries.

Interim Status Changes

If a project director changes during the year funded, please contact World Hunger Ministries with the name, address, phone number, fax number and email address of the new director.

Supportive Resources

- Guide to starting a food pantry www.CofChrist.org/hunger
- Hunger No More – an educational resource www.CofChrist.org/hunger/nomore
- World Hunger Year – website of numerous resources www.worldhungeryear.org
Also click on Food Security Learning Center for publications and more information.
- Grant Writing Support with resource links and direct assistance through the Next Steps Coordinator www.CofChrist.org/grantwriting

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 Directors Errors & Omissions (E&O) coverage and to avoid the need for additional 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. For the program to comply with World Hunger grant guidelines, it 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, must comply with the Registered Youth Worker program to avoid having to purchase outside insurance.

Independent groups that rent (or use) Community of Christ facilities must provide adequate insurance coverage including sexual abuse coverage in cases where children are involved.

Counselors

If counselors are being used for programs or educational classes, they must be licensed and carry their own insurance in the event of malpractice.

Agency Contact

If interaction with government or community agencies is central to the success of the program, they should be contacted about involvement prior to grant submission.

Financial Accountability

The application should identify what entity is accountable for handling the grant funds.

- Any program undertaken must not be defamatory, violate, or infringe upon privacy rights, copyrights, or other proprietary rights of any third party.
- Adequate financial support to complete the program or project for which funds are to be granted must be demonstrated and reports filed in a timely manner.
- Maintenance of all financial records related to the grant is required for three years following completion of the program or project inclusive of records from any sub-contractor or consultant involved.
- Applicants who plan to engage sub-contractors are expected to obtain competitive bids and provide assurances that the prices are fair and reasonable.
- Compliance with equal employment opportunity and nondiscrimination laws and policies is required.

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

Legal Services

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 Legal Services: Phone 1-800-825-2806, ext. 2220 (USA or Canada) or 00+1-816-833-1000, ext. 2220 (International) or e-mail legalservices@cofchrist.org