

# Community of Christ

## INTRODUCTION TO GRANT OPPORTUNITIES

### TANGIBLE LOVE FUND GRANTS



Promoting Peace & Justice with Compassion Ministries

### WORLD HUNGER FUND GRANTS

Sharing Our Abundance



## Introduction

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

Has your **jurisdiction\*** accepted that challenge and engaged in compassionate ministries or shared of your abundance with the poor and vulnerable?

**\*Jurisdiction** means congregation and/or mission center.

Financial resources from the Oblation and World Hunger Fund are made available through “seed” grants to help jurisdictions develop collaborative and innovative programs within the community to restore or protect the worth of persons and sacredness of the earth.

Read carefully through the application. If your jurisdiction is involved in 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 possible program, call or write the Fund Administrator (see page 5 for contact information).

**PLEASE NOTE: Proposals must be submitted by Community of Christ jurisdictions in collaboration with persons or groups from the community.**

## 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**

- Ø Research what specific needs are in the community:
  - Determine what compassionate services are being provided and by whom;
  - Look for missing links – are there un-met/under-met needs among the services offered?
- Ø 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**

- Ø Whether the jurisdiction should be the originator of services depends on if you can 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

- Ø 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 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.

### **Tangible Love Fund priorities:**

- Basic human needs—physical, mental, health, employment, social, and education
- Environmental ministries
- Human rights advocacy, multicultural issues, community awareness and education
- Reconciliation and/or conflict resolution initiatives, including training
- Reentry for ex-offenders, veterans, or services for domestic violence survivors
- After-school tutoring programs, adult and immigrant education
- Peace and justice ministries with children, youth, young adults, neighborhoods

### **World Hunger Fund priorities:**

- 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

(See each website for examples of programs receiving support: [www.cofchrist.org/tlove](http://www.cofchrist.org/tlove), [www.cofchrist.org/hunger](http://www.cofchrist.org/hunger))

Ministries should recognize the dignity and worth of individuals, families, jurisdictions, and communities while facilitating alleviation of social problems and strengthening the

spirit of those involved. Financial support for the planned program must be funded on a collaborative basis: 1) Tangible Love/World Hunger Fund 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. Reapplication is necessary with all required reports and evaluations submitted by July 15<sup>th</sup>. 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 organizational sustainability. Additionally, a portion may be used for salaries, if critical to maintaining quality, consistent services.

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. 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.

If a jurisdiction chooses to originate a new service, it must be prepared to collaborate 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 is necessary to seek further grant funding from public and private sources. It should be initiated no later than the beginning of year two.

*\*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 section on Risk Management and Legal Services).
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Upon receipt of a proposal, the Fund Administrator will forward a copy to Risk Management and Legal Services. Risk Management and Legal Services will 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 committee for review.

## Application Criteria

**Only complete applications with a full set of attachments and required signatures are accepted for review.**

Application forms are available in print or online at [www.CofChrist.org/tlove](http://www.CofChrist.org/tlove) or [www.CofChrist.org/hunger](http://www.CofChrist.org/hunger).

Ø **For inquiries or more information contact:**

Community of Christ Fund Administrator

International Headquarters

1001 West Walnut

Independence, MO 64050-3562 USA

Phone: 1-800-825-2806 ext. 2216 (USA or Canada)

816-833-1000. 2216 (Local Area)

00+1-816-833-1000 ext. 2216 (International Calls)

(Check [www.countrycallingcodes.com](http://www.countrycallingcodes.com) for your country's USA code)

Fax: (816)521-3097

Email: [grantproposals@cofchrist.org](mailto:grantproposals@cofchrist.org)

Proposals 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 and then sent to the Fund Administrator by March 1 or October 1.

### 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.

Fund administrator will send reminders one month before the due date. Reporting forms are provided at the time funds are sent to the jurisdiction and are available online. All reports must be current and on file with the Fund Administrator prior to reapplication (See contact information above).

## Additional Information

### Notification to Applicants

Applicants and church jurisdictional leaders will be advised of funding decisions within ninety days of the March 1 or October 1 application deadline. Programs are considered for funding subject to the availability of funds and how well the proposal addresses all sections of the application.

### Replication of Success

The review committee wants your program 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.

Tangible Love and World Hunger Fund Ministries have awarded grants for many years and there is a significant accumulation of experience available to assist those desiring to apply for funding to operate a service-related program. A synopsis of programs funded is available for review on the church web page at [www.CofChrist.org/tlove](http://www.CofChrist.org/tlove) or [www.CofChrist.org/hunger](http://www.CofChrist.org/hunger).

### Administering the Funds

The funds authorized by the Tangible Love/World Hunger Fund 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.

**NOTE: The program director and program financial officer should not be members of the same family.**

The Tangible Love/World Hunger Fund team chair, after appropriate consultation with the Presiding Bishopric, reserve 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 Fund Administrator.

### Interim Status Changes

If a program director changes, please contact the Fund Administrator 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](http://www.CofChrist.org/hunger)
- Hunger No More – an educational resource [www.CofChrist.org/hunger/nomore](http://www.CofChrist.org/hunger/nomore)
- World Hunger Year (WHY) – website of resources [www.worldhungeryear.org](http://www.worldhungeryear.org)
- Workshop: *Congregations Transforming the World*  
<http://www.cofchrist.org/peace/workshops.asp>
- Grant Writing support and assistance through [www.CofChrist.org/grantwriting](http://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 (D&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 Tangible Love and 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.

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.

## 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 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 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 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](mailto: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](mailto:legalservices@cofchrist.org)