

# Community of Christ

## TANGIBLE LOVE FUND and WORLD HUNGER FUND MINISTRIES

### APPLICATION CHECKLIST

- The application is due to the apostle, mission center president, and mission center financial officer of the program service location on or before February 1 or September 1.
- The application is to be submitted by the program director to the Fund Administrator on or before March 1 or October 1 with letters/emails of approval attached from the above named officials.

**SEND APPLICATION with approvals to:** Community of Christ Fund Administrator, International Headquarters, 1001 W. Walnut, Independence, MO 64050-3562, USA.

- **NOTE: all reports (due July 15) are to be submitted prior to application deadline, if previously funded. Therefore, please do not include annual program and/or financial reports with application packet.**

---

The proposal submitted ***must*** include the following sections (1-6) labeled by topic and number in this order. See Application for the details required in each section. (Retain the checklist for your files.)

- 1. **Problem or Need:** Describe the specific need or problem your proposed program seeks to address.
- 2. **Jurisdiction & Program Overview**
  - A. Purpose:** Explain the purpose of the proposed program showing how it addresses issues related to the funding request and supports the mission of the sponsoring jurisdiction.
  - B. Brief History:** If the jurisdiction is involved in the community and/or with the target population, please explain current programs and services.
  - C. Proposed Program Description of Activities:** Describe the program plan and strategies to be implemented.
- 3. **Program Measurement**
  - A. Goal(s):** Indicate the short-term and long-term goals to be achieved.
  - B. Objectives:** Briefly identify the steps planned to implement the program and promote its success.
  - C. Outcomes:** State the outcomes of the proposed program.
  - D. Evaluation:** Explain how each outcome is to be measured.

- 4. **Personnel needed:** Identify the individuals involved, experience, and the level of engagement of jurisdiction and community members.
- 5. **Collaborations:** Collaborations are required between jurisdictions and community entities. Explain the roles and responsibilities of all entities involved.
- 6. **Sustainability:** A plan for program sustainability is required.

**Proposal Attachments** Please provide the following documents

- Cover Sheet** completed with all applicable signatures or letters/emails
- Financial information**
  - Current operating budget, if program is operational at time of application
  - Proposed program budget
  - Budget narrative in Word document format (Explain the budget numbers.)
- Letters** or emails indicating jurisdictional support and a working knowledge of the program from the pastor, apostle or field apostolic assistant, and mission center officials.  
  
**Letters** of support from one or more collaborating organizations and program materials, i.e. photos with captions, media clippings, testimonies or stories, when available (optional)

**FOR ADDITIONAL INFORMATION**

**Contact: Fund Administrator**

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

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

e-mail: [grantproposals@cofchrist.org](mailto:grantproposals@cofchrist.org)

access the web: [.cofchrist.org/tlove](http://.cofchrist.org/tlove) or [.cofchrist.org/hunger](http://.cofchrist.org/hunger)