

Community of Christ

TANGIBLE LOVE GRANTS

Promoting Peace and Justice
with Compassion Ministries



Encouraging collaborative outreach ministry
between congregations and communities inspired by
the divine spirit of love

Being Faithful to the Mission of Jesus includes—

being responsive, in word and deed, to the whole gospel of Jesus Christ for all human needs: spiritual, physical, social, and temporal. Jesus read at the beginning of his ministry the following scripture from Isaiah as a statement of his mission to the world:

The Spirit of the Lord is upon me,
because he has anointed me
to bring good news to the poor.
He has sent me to proclaim release to the captives
and recovery of sight to the blind,
to let the oppressed go free,
to proclaim the year of the Lord's favor.
--Luke 4:18-19 NRSV

We can be faithful to this declared mission of Jesus today in three ways:



Evangelism to proclaim good news to the poor through authentic caring

Compassionate Ministries to heal the brokenhearted in the midst of suffering and aid recovery of sight to the blind

Peace and Justice Making to liberate the captives, to set at liberty the bruised and oppressed

**This grant program focuses on supporting
Compassionate Ministries and Peace and Justice Making**

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 advocated on behalf of the poor and vulnerable through peace and justice ministries?

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

Is Christ's ministry reflected in your response to the call of discipleship?

Do you . . .

- **Share** your witness and resources
Reach out and honor God's call
- Embody **justice** and proclaim **peace**
Find ways to help the poor
Support neighborhood transformation and justice projects
Seek peaceful solutions
- Create diverse **communities**
Strengthen family relationships
Establish congregational partnerships
- Extend the hand of **reconciliation**
Learn and use conflict resolution skills
Work in cooperative endeavors with other faiths

PLEASE NOTE:

- 1) Proposals must be submitted by Community of Christ jurisdictions in collaboration with persons or groups from the community.
- 2) Requests with a focus on food, hunger, nutrition, or related issues should be submitted to the World Hunger Fund Committee. See <http://www.CofChrist.org/hunger>.

Successful Beginnings

Tangible Love Ministries calls your jurisdiction to collaborate with community individuals and organizations in commitment to long-term, sustainable programs that serve those in need. As individuals and jurisdictions you have most likely participated in outreach ministries through many special emphasis events. This calling is different.

Providing a momentary act of assistance is critical; yet being available to support transformation and justice that can bring healing to the brokenhearted, liberation to the oppressed, and good news to the poor requires sustainability and an ongoing presence of compassionate and/or peace and justice ministry.

To this end, financial resources from the Oblation Fund are made available through Tangible Love grants to help jurisdictions develop collaborative and innovative programs that restore or protect the worth of persons and sacredness of the earth.

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 Tangible Love Fund Committee. For questions or to discuss a possible project, contact the Tangible Love office (information on page 6).

Together we—*“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 and Covenants 151:9

Decision One: Matching your assets with community needs

- Research what specific needs are in the community:
 - determine what social/human 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 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 identify clearly
 - volunteers and skilled leaders within the jurisdiction **and** community willing to share the responsibilities of a program?
 - a strong organizational capacity to effectively administer the program with
 - measurable and sustainable outcomes for a 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

Program 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:

- 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
- Peace and justice ministries with children, youth, young adults, neighborhoods

Ministries must recognize the dignity and worth of individuals, families, jurisdictions, and communities worldwide and facilitate reconciliation and healing of the spirit. Financial support for the planned program must be funded on a collaborative basis: 1) Tangible Love grant, 2) local Community of Christ jurisdiction funds, and 3) community resources.

Grants are provided for one year. Funding can be requested for a second and third year on a decreasing scale if applicant reports demonstrate 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 Year Two's budget. Funds may be requested for grantwriting services to help build sustainability.

Programs selected may be new or already existing in the community. While the design and implementation of the program may begin with your group's call to compassionate and/or peace and justice ministries, there must be specific plans for its evolving into a collaborative effort between church and community without jurisdictional claims of ownership.

If the jurisdiction chooses to **originate** a new service, they must have 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 pages 7-9 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 Tangible Love 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 Tangible Love 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, formatted as specified for #1-6 on the Proposal Checklist
2. Financial information, #7 on Proposal Checklist
3. Requested letters, #8 on Proposal Checklist
4. Cover sheet, #10 on Proposal Checklist

Application forms are available in print or online.

- Tangible Love web site: www.CofChrist.org/tlove
- Community of Christ Tangible Love Ministries
World Headquarters
1001 W. Walnut
Independence, MO 64050-3562 USA
Phone: 1-800-825-2806 ext. 2216 (USA or Canada)
(816) 833-1000 ext. 2216 (local area)
International calls use code 00+1-816-833-1000, ext. 2216 (or check <http://www.countrycallingcodes.com/> for your country's USA code)
Fax: (816) 521-3097
E-mail: tlove@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 Tangible Love 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 the program request (March 1 or October 1).
- 2) **Financial** reports are based on a July to June fiscal year. Therefore, the reporting period ends June 30. Financial reports are 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 available online. All required reports and evaluations must be submitted prior to reapplication.

Additional Information

Notification to Applicants

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

Replication of Success

We want your 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 willingness to share advice and information with other applicants when requested.

Resource Help in Program and Application Process

The Tangible Love Fund has a long, successful history and significant accumulation of experience to help anyone interested in applying for funds to operate a program. A synopsis of each program funded by Tangible Love is available for review on the web site.

Administering the Funds

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

The Tangible Love Committee administrators, after appropriate consultation with the Mission Support Fund Committee, 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 or closed** before completion, any balance of previously distributed funds is to be returned to Tangible Love Ministries.

Interim Status Changes

If a **program director changes** during the year funded, please contact Tangible Love Ministries with the name, address, phone number, fax number, and e-mail address of the new director.

Other Resources

- Bolton, Andrew. *Congregations Transforming the World—Integrating Compassion, Discipleship, and Peace and Justice Ministries* (available from Peace and Justice Ministries, 1-800-825-2806, ext. 1356 [USA or Canada], 00+1-816-833-1000, ext. 1356 [International], or e-mail Peace@CofChrist.org).
- Claman, V., Butler, D. & Boyatt, J. (1994). *Acting on Your Faith: Congregations Making a Difference—A Guide to Success in Service and Social Action* (available from Herald Publishing House).
- Grant Writing Support provides resource links and vital information for proposal writing, nonprofit development, and funding by category at www.CofChrist.org/grantwriting.

- Internet Resources (You do not have to purchase materials to learn about nonprofits.)
Excellent sources: <http://fdncenter.org/learn/classroom/establish/index.html>
<http://www.fastennetwork.org>
<http://www.managementhelp.org>
<http://foundationcenter.org/getstarted/nonprofits/>

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