

COLLEGE HILL PRESBYTERIAN CHURCH
5742 Hamilton Avenue. Cincinnati. Ohio. 45224-2999.
Phone: 513-541-5676. Fax: 513-541-1575

CHPC Endowment Fund: Outreach Project Grant Request

Organization: _____

Contact Person: _____ Phone: _____

Amount Requested: _____ Email: _____

Has the organization/persons received distributions from Endowment Funds or the "Beyond Our Walls" Fund from CHPC in the past? Yes/No If yes, when and for what purpose? _____

Nature of the Need: Please write a short paragraph explaining how the funds will be used. This paragraph will be included in the final grant letter that is sent to the recipient.

Why do you believe this need qualifies for an Outreach Project Grant? Attach information as needed. _____

If your request is not fully funded, will you be able to find other funding to complete this project?

Yes/No Explain: _____

To whom would the check be made payable? (Include full name and address please)

Forms which are also available at www.chpc.org should be returned to the Finance Dept., Attn: Janis McLemore, by Friday, November 18, 2011 or to jmclmore@chpc.org. If you submit the request by email, please contact us if you have not received a confirmation email within three business days. A decision on requests and distribution of the funds will take place in early 2012. Please note: CHPC, as a means of stewardship, requires an accounting of all funds granted. A report documenting the use of funds must be sent to the Finance Department within one month after the funds are used and no later than nine (9) months following receipt of the grant.

For Office Use Only

Application Received: ___/___/2011

Ministry Review

Outreach Grant Team Review

Applicable CHPC Ministry: _____ Funds: Approved/Denied

Request Reviewer: _____ Amount of Grant: _____

Date of Review: ___/___/2011 Documentation/Acknowledgement

Recommend: Approve/ Deny/ Info Attached Received from Organization: ___/___/2012

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CHPC Endowment Fund: Outreach Project Grant Request

The Lord continues to bless our church with a substantial Endowment Fund from which to distribute monies. This provides an ideal opportunity to “Give Ourselves Away”. Use this form to request a project grant from this fund. Attach any supplemental information you believe would be helpful and return to Finance Department, Attn: Janis McLemore or jmclmore@chpc.org. If your request is contained in an attachment, you must still fill out the request form. If you submit the request by email, please contact us if you have not received a confirmation email within three business days. Please submit all requests by Noon, November 18, 2011.

The guidelines for an outreach project grant are as follows:

1. These funds are to be used for missions or outreach and to aid evangelism and compassion for groups or people outside of CHPC.
2. Monies are to be used for other than currently budgeted expenditures.
3. Requests for an Outreach Project Grant should be of a non-recurring nature.
4. A brief report documenting the use of funds must be sent to the Finance Department or jmclmore@chpc.org, within one month after the funds are used and no later than nine (9) months following receipt of the grant.

Please also consider the following items when filling out your grant request:

Ministry has a clear, stated, overall purpose

Ministry must be identified as a Christian ministry (witness as well as meeting a need)

Ministry has a well thought out plan for the funds (not just a dream)

Potential for grant to have a lasting impact on the ministry

Ministry will use the funds for the stated purpose within 9 months of grant

Capable management of ministry and funds are prerequisites for a grant

Each request will be reviewed and evaluated. A decision and distribution will be made in early 2012. If you have any questions, please contact Rev. Harold “Chappie” Chapman, chappie45239@yahoo.com, mission pastor at College Hill Presbyterian Church.