

EMMANUEL  
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## Mission and Benevolence Fund Guidelines

The Emmanuel Baptist Church Mission and Benevolence Fund application is open to community-service organizations engaged in human service delivery, advocacy and the arts for disadvantaged communities and populations. Historically, the Mission and Benevolence Fund has supported a range of organizations that provide services in education, health-care, the arts, and youth development both domestically and internationally. Priority is given to organizations that serve the Central Brooklyn community where Emmanuel Baptist Church is headquartered.

Proposals are reviewed at several intervals during the year and grants are awarded as resources allow. Organizations may apply for grants up to \$5,000 per year. If you have any questions about the guidelines or organization's eligibility, please email us at [benevolence@ebc-ny.org](mailto:benevolence@ebc-ny.org).

In general, the fund does not support individuals, fundraising appeals, fundraising events, or internationally based organizations. It also does not provide seed money or sponsorship support.

In order to apply, complete and save the attached cover sheet and application form. Submit your saved file and any required attachments by email to [benevolence@ebc-ny.org](mailto:benevolence@ebc-ny.org).

Christ Centered, Biblically Based, Mission Oriented, Culturally Relevant,  
Gift Based, Excellence in Ministry & Partnering through Prayer

**279 Lafayette Avenue | Brooklyn, NY 11238 | [ebconnects.com](http://ebconnects.com)**

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Mission and Benevolence Fund  
Cover Sheet

Date of application: \_\_\_\_\_

Name of organization to which grant would be paid. Please list exact legal name:

\_\_\_\_\_

Purpose of grant (one sentence):

Address of organization: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Grant contact: \_\_\_\_\_ Grant contact title: \_\_\_\_\_

Telephone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is your organization an IRS 501(c)(3) not-for-profit? (yes or no): \_\_\_\_\_

Grant request: \$ \_\_\_\_\_

Type of Request: General support \_\_\_\_ Project support \_\_\_\_

Total organizational budget (for current year): \$ \_\_\_\_\_

Dates covered by this budget (mo/day/year): \_\_\_\_\_

Total project budget (if requesting project support): \$ \_\_\_\_\_

Dates covered by project budget (mo/day/year): \_\_\_\_\_

Project name (if applicable): \_\_\_\_\_

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## Mission and Benevolence Fund Application

### I. PROPOSAL SUMMARY

Please summarize the purpose of your agency in a short paragraph. Briefly explain why your agency is requesting this grant, what outcomes you hope to achieve, and how you will spend the funds if a grant is made. (300 words max)

### II. NARRATIVE

**Background**—Describe the work of your agency, addressing each of the following:

1. Briefly describe your history, mission, most important historic outcomes, and the population that your agency serves. (300 words max)

2. What are your current programs and accomplishments? Please emphasize your most recent achievements.  
(300 words max)

3. **Staffing:**  
Number of paid full-time staff \_\_\_\_\_  
Number of paid part-time staff \_\_\_\_\_  
Number of volunteers \_\_\_\_\_

**Funding Request**—Please describe the program for which you seek funding. (800 words max)

- 1. If applying for general operating support, briefly describe how this grant would be used.

For project support, describe the primary purpose of your project and the community/ population need or problem that you are seeking to address. What population do you plan to serve and how will they benefit from the project? Who will staff the project? How will the project contribute to your organization's overall mission?

C. Evaluation—Describe your criteria (objectives, goals, outcomes) for a successful program and the results you expect to achieve and measure by the end of the funding period. Please explain how you will measure the effectiveness of your projects.

### III. ATTACHMENTS

Submit your saved file and any required attachments by email to [benevolence@ebc-ny.org](mailto:benevolence@ebc-ny.org).

1. Financial Information—Please provide the dates that each document covers.
  - A. Your most recent financial statement, audited if available or your organization's most recent 990. This statement should reflect actual expenditures and funds received during your most recent fiscal year.
  - B. Aligned side by side on the same page, your operating budgets for the current and most recent fiscal year.
  - C. List of foundation, corporate or principal individual supporters and all other sources of income, with amounts, for your current and most recent fiscal year.
2. Other Supporting Materials
  - A. List of your Board of Directors, with their affiliations. (Please do not submit full bios.)
  - B. Resumes of key staff.
  - C. A copy of your most recent IRS letter indicating your agency's tax-exempt status, or, if not available, an explanation.