## FFSCRIBFirst Presbyterian Church

**First Foundation
First Presbyterian Church of Birmingham
1669 West Maple Road, Birmingham, Michigan 48009**[**www.fpcbirmingham.org**](http://www.fpcbirmingham.org)

**Grant Request Application**

**Quick Facts**

Today’s Date:

Project Name:

Date funding is needed:
Amount Requested: $ Total Program Cost: $

Legal name of organization (from IRS 501(c)3 or Form 990):
Address (principal/administrative office):
Organization website address:
Contact person and title:
Phone number:
Email address:

Sponsoring FPC Ministry:

**Brief Organization Description**

1 - Brief summary of organization’s history (include year founded)
2 - Statement of organization’s mission and goals
3 - Description of current programs and accomplishments

4 - Geographic area served by organization:
5 - Number of staff members. Full time: Part time:
6 - Number of volunteers:

**Current Grant Request Description of Purpose/Benefits & Results/Evaluation**

**Description of Purpose and Benefits**

1 - Briefly describe the specific purpose for which grant funds would be used.

2 - Is this project/program new, expanded or an ongoing part of organization’s programming?

 -If ongoing, where has funding come from in the past?

3 - What specific needs/problems will be addressed by this project or program?

4 - Describe the target population and benefits to target population from this specific project or program.

5 - How many people will be served by the project?

6 - List the relevant qualifications and experience of the project’s principal staff.

7 - Briefly describe the work plan, dates and timeline for this project.

8 - How does this grant request meet at least one of the FPC Grant Criteria?

**Results and Evaluation**

9 - What measurable results will be achieved?

10 - How will this project/program be evaluated?

11 - If additional funds are needed, how will they be raised?

12 - Will the project move forward or continue without a First Foundation Grant?

**Organization Financials and support**

1 - Current Agency Operating Budget total: $

2 - What percentage of the Operating Budget is devoted to: Administration % Salaries %

3 - Sources of operating funds (expressed as percentages of Total Operating Budget. Total should equal 100%):

4 - Is there a related/umbrella entity that provides ongoing funding to the organization? (Y/N)
 If yes, please name:

5 - Does the organization have an endowment fund? (Y/N) If yes, what is the current value of that fund?

6 - List any support received from other 501(c)(3) organization in the past 3 years (for example United Way, foundations, etc). List the organization name as well as the dollar amount.

7 - If you have received support from First Foundation in the past 5 years, please list the year, project name and amount of grant. Briefly describe how funds from your **last** First Foundation grant were used.

**Supporting Documents and Attachments**

1 - Board of Directors list
2 - Budget for this specific project or program (listing income and expenses)
3 - Previous year’s Income Statement
4 - Previous year’s Balance Statement
5 - Budget for current fiscal year
6 - 501(c)(3) Tax ID letter

Please submit a completed copy of this application form and supporting documents to:

First Foundation—Attention Grants Committee
First Presbyterian Church of Birmingham
1669 West Maple Road, Birmingham, MI 48009

Also, send a completed application via email: Firstfoundationgrants@fpcbirmingham.org.