

Christian Stewardship Foundation, Inc.
Modified Common Grant Application

Name of Organization: _____ Date Submitted: _____

Total Proposed Project/Program Budget: _____ Amount Requested: _____

Program Name: _____

Duration of Project/Program: from: _____ to: _____ When are funds needed? _____

Nature of Request: _____ project _____ operating _____ program _____ other

Organization Information:
Name and address: _____
Phone Number: _____ Fax number: _____
Email: _____ FEI# (501 (C) 3) _____ Date of Incorporation: _____
Wisconsin tax-exempt number: _____ Web site: _____

Contact Person/Title: _____ Phone #: _____

List on a separate sheet the names, titles, experience and phone numbers of the Board of Directors.

Dates of the organization's fiscal year: _____

Has the governing board approved a policy which states that the organization does not discriminate as to age, race, gender or national origin? yes _____ no _____ When? _____

Does the organization have federal tax exempt status? Yes _____ No _____ If no, please explain

Has the organization been a party to any lawsuits or other legal proceedings during the last five years? _____ Yes _____ No. If yes, please list each lawsuit and/or legal proceeding the organization has been a party to on a separate sheet of paper and the status of the same.

Has the organization's chief executive officer authorized this request? Yes _____ No _____

An officer of the organization's governing body must sign this application:
The undersigned, an authorized officer of the organization, does hereby certify that the information set forth in this grant applications true and correct, that the Federal tax exemption determination letter attached hereto has not been revoked and the present operation of the organization and its current sources of support are not inconsistent with the organization's continuing tax exempt classification as set forth in such determination letter.

Signature _____ Print Name/Title _____ Date _____

Enclose all required support materials with your application. CSF encourages you to send your application and supporting material electronically to csf@stewardship.org



NARRATIVE

PLEASE PROVIDE THE FOLLOWING INFORMATION IN THE ORDER PRESENTED BELOW.

Refer to the glossary of terms as needed when preparing the narrative.

CSF encourages you to submit your grant application and supporting materials electronically to csf@cstewardship.org

Your organization may also provide one DVD and one newsletter for review.

Page 1

Please provide your organization's Statement of Faith and the Mission/Vision Statement.

Page 2

List your Board members along with their contact information.

Page 3

Provide the total number of paid staff and volunteers.

Names, Titles, Experience of the people providing leadership for the activities funded by grant request.

Pages 4-6 *Narrative to be NO more than three Total pages; ten point minimum; one inch borders; include applicant's name on the top of each page.**

Project/Program Description -

- Provide a brief summary of the organizations goals, programs, and major accomplishment, success stories and qualifications.
- Explain the significance/scope of the program and why your organization is qualified to carry it out.
- Describe the expected outcomes and indicators of those outcomes.
- Describe the evaluation process and how the results will be used.
- Document the size and characteristics of the population to be served, including total number, geographic, demographic, and socio/economic characteristics.
- Outline the strategy/methodology and timeline to be used in the development and implementation of the program.
- List your top three (3) collaborators and describe your relationship with them.
- How do you plan to involve the population you intend to serve in the design? Show evidence of client & community support.
- How does this program enhance the existing services in the community?
- Tell us how you are building God's kingdom through your organizations work.
- Funding Considerations - Describe plans for obtaining other funding needed to carry out your project/program or organizational goals, including amounts requested of other funders. If the project/program is expected to continue beyond the grant period, describe plans for ensuring continued funding after the grant period. List the top five funders of this project (if applying for a program grant) or organization (if applying for general operating support) in the previous fiscal year, the current year, and those pending for the next fiscal year.

Please Attach the following documents and information:

- **To be considered for a grant you must send your Organization's total operating budget for the past year with the financial results and the current year operating budget.**
- Copy of the IRS federal tax exemption determination letter
- A copy of your IRS form 990 if applicable.

Grants Awarded will be sent to your organization in quarterly payments.



Modified Common Grant Application

ORGANIZATION NAME: _____

PROJECT/PROGRAM REVENUE

	Total Revenue	Committed	Pending
1. United Way Allocation	\$ _____	\$ _____	\$ _____
2. Other Federated Campaign Allocations	_____	_____	_____
3. Contracts (list specific sources on following page)	_____	_____	_____
4. Grants (list sources on following page: Foundations, Corporations & Government)	_____	_____	_____
5. In-Kind support (list specific sources on following page)	_____	_____	_____
6. Client and Program Service Fees and other earned revenue	_____	_____	_____
7. Contributions (Gifts from Individuals)	_____	_____	_____
8. Other revenue (list specific sources on following page including any endowment income)	_____	_____	_____
TOTAL PROJECT/PROGRAM REVENUE	\$ _____	\$ _____	\$ _____

PROGRAM/PROJECT EXPENSES

- | | |
|---|----------|
| 1. Salaries (provide detail by position on a separate Page, (except for United Way applications)) | \$ _____ |
| 2. Benefits/Taxes | _____ |
| 3. Professional Fees (itemize on following page) | _____ |
| 4. Supplies, Printing, Duplicating | _____ |
| 5. Travel | _____ |
| 6. Telephone | _____ |
| 7. Occupancy | _____ |
| 8. Payments to Affiliates | _____ |
| 9. Program/Project specific major property & equipment acquisition | _____ |
| 10. In-Kind expenses (itemize on following page) | _____ |
| 11. Other expenses (itemize on following page) | _____ |

TOTAL PROJECT/PROGRAM EXPENSES

\$ _____

(Please note: revenue and expenses should add up to total project revenue and expenses.)



PROJECT/PROGRAM REVENUE SUPPLEMENT
(Please indicate revenue sources as committed or pending)
Use additional sheet if necessary

Contracts (list)

Total Revenue

Committed

Pending

Grants (list)

In-Kind Support (list)

Other (list)

PROJECT/PROGRAM EXPENSES SUPPLEMENT

Use additional sheet if necessary

Salaries (Detail by position)

Other Expenses (list)

Professional Fees (list)

In-Kind Expenses (list)

Glossary of Terms

Capital Request – A planned undertaking to purchase, build or renovate space or building or to acquire equipment.

Community – The people living in same district, city, state, etc.

Contribution – A tax-deductible gift, cash, property, equipment or services from an individual to a non-profit organization. Most often given annually.

Endowment – The portion of an institution's income derived by donations.

General Operation Support – Fund, both contributions and grants, which support the ongoing services of the organization.

Grants – Generally an allocation from foundations, corporations, or government for special projects or general operating. May be multi-year or annual.

Indicator – The observable, measurable characteristic or change that represents achievement of the outcome.

In-Kind Support – A contribution of equipment/materials, time and or services that the donor has placed a monetary value on for tax purposes.

Methodology – A sequence of activities needed to accomplish the program objectives.

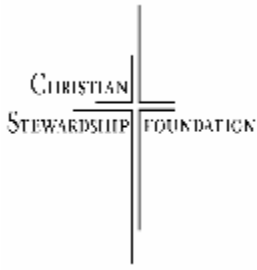
Outcomes – The changes in, (or benefits achieved by) clients due to their participation in program activities. This may include changes to participants' knowledge, skills, values, behavior, or condition of status.

Performance Standard – The number and percent of clients who are expected to achieve the results. Also called target, they should be set based on professional judgment, past data, research, or professional standards.

Program – An organized set of services designed to achieve specific outcomes for a specified population that will continue beyond the grant period.

Project – A planned undertaking or organized set of services designed to achieve specific outcomes that begins and ends within the grant period. (A successful project may become an ongoing program).

Success Story – An example that illustrates your program's effect on a client



CHRISTIAN STEWARDSHIP FOUNDATION, INC.

STATEMENT OF FAITH

CSF's position of faith is based on the following beliefs:

- 1) There is but one true God.
- 2) The Bible is the infallible Word of God delivered to man through Divine Inspiration.
- 3) Christ is the Son of God and is equal with God and the Holy Spirit.
- 4) The only hope for salvation is faith in the shedding of Christ's blood as an atonement for sins, Christ's death on the cross, and Christ's bodily resurrection.