

Grant Procedure Guidelines (Grant funds may not be used for capital improvements or expenditures)

Applicants must provide the following information

1. Targeted group(s) of children or youth served by the ministry
 - a. Those in at-risk environments (specify)
 - b. Those who exhibit at-risk behavior (specify)
 - c. Those who are disabled or diagnosed as mentally ill (specify)
2. Purpose of the ministry
 - a. Specific needed service(s)
 - b. Specific external and or internal assets that are being addressed
 - c. Numbers of youth being served
 - d. Hoped for outcomes
3. Why the ministry is needed
 - a. How the need was determined
 - b. Specific economic and social demographic of the community
4. How the purpose of the ministry will be fulfilled
 - a. Marks of success, transition and follow-up
5. Methods for achieving the purpose
 - a. Nature of the relationship with staff and youth
 - b. How relationships will be fostered
 - c. Ratio of contact staff with youth
 - d. Contact time (daily, weekly)
 - e. Anticipated extent of time with youth (number of weeks, months, years)
 - f. Location of the ministry in relation to those being served
6. Budget and funding
 - a. Copy of budget, including previous year's income and expense if available.
 - b. Amount requested and how the grant money will be used
 - c. Amount of the needed budget that is already procured
 - d. How the budget is managed
 - e. Current funding streams
 - f. Potential future funding streams
 - g. Adjustments if budgeted amounts are not reached
7. Ministry History
 - a. Primary hands on partners and connection with the Covenant Church
 - b. Status: 501(c) 3 or attached to church
 - c. Date the ministry began or anticipated to begin
 - d. Total number of children served (Per year totals)
 - e. Anticipated number of children/youth to be served this year
 - f. Ages of the children/youth
 - g. Total number of staff
 - h. Ratio of staff to volunteers
 - i. Struggles
 - j. Past success based on hoped for outcomes
8. Follow up
 - a. Interim assessment for grants totaling \$ 10,000 or more
 - b. Final ministry assessment for all grants
 - c. Reporting must be complete for future grant consideration