



February 2018

Friends,

Christ Memorial Church takes an offering every Thanksgiving to assist others in the community and around the globe. We are always delighted to see these gifts used by God in unique ways. We invite funding requests through an application process outlined below.

The deacons prayerfully discern the applications received. The Thanksgiving Offering at Christ Memorial is focused on proposals that will be a specific project that follows Christ Memorial's mission, vision and values. This project should be tangible instead of operational and completed by December 31, 2019. It is also important for us to understand your ministry and the structure of your organization. If you are chosen as a recipient you would be agreeing to a progress check shortly after funds are issued and a follow up communication to share with our congregation at the completion of the project.

If you would like to apply to be a part of the Thanksgiving Offering, we ask that you submit a stand-alone written grant proposal. Your entire proposal should not exceed 8 double-sided pages total, including optional pictures and brochures. If we desire more information, we will contact you. This proposal, at minimum must include the following sections:

- Introduction to your organization (background, history, etc.)
- A mission, vision and/or values statement for your organization.
- A current budget and balance sheet for your organization
- A description of the project needing funding:
  - Describe the need & how this project will meet this need.
  - How many lives will be impacted? To what extent?
  - How will you measure the success or failure? Who will hold you accountable?
  - How will the continued operation of this project be ensured?
- A budget and timeline specific to the project. What other factors could impact the budget or timing?
- Is this proposal contingent upon anything (ie. building permits, land purchase, environmental permits etc)
- Optional – Any pictures or brochures that will give us a better understanding of the project.

In addition to your written grant proposal, we ask that you complete and attach the 1-page "Summary Supplement" which is enclosed with this letter. The supplement is used as a 'snapshot' of your proposal.

Please submit all information by Saturday March 31, 2018 to [cmcstgo@gmail.com](mailto:cmcstgo@gmail.com) and CC [tonyat@christmemorial.org](mailto:tonyat@christmemorial.org) **Final notifications will be sent out in July.** Any applications received after March 31, 2018 will not be considered, however you are invited to apply next year.

Please do not hesitate to contact me if you have further questions.

In Christ,  
Tonya Tolsma  
Administrative Assistant to the Executive Pastor Jay Lindell  
Christ Memorial Church  
616-796-3353

**THINK. LOVE. SERVE. LIVE.**  
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**Christ Memorial Reformed Church  
THANKSGIVING OFFERING 2018**

Summary Supplement – Please Print Clearly

For Office Use Only
Date Rec. ____/____/____
By _____
Receipt ____/____/____

Organization/Agency \_\_\_\_\_

Project name for which funds are requested \_\_\_\_\_

Specific amount requested \$ \_\_\_\_\_ Cost of entire project \$ \_\_\_\_\_

Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

U.S. Mailing Address \_\_\_\_\_

What are the general funding sources for your organization? (Select all that apply)

- Earned income
- Government support
- Donations (select all that apply):
  - Local
  - National
  - Denominational
  - International

- What is your organization’s yearly operating budget? \$ \_\_\_\_\_

- What percent of your budget goes to administration? \_\_\_\_\_

- Are you a member of the Evangelical Council for Financial Accountability (ECFA)?  Yes  No

- Do you have 501(c)3 status?  Yes  No

- What are the expected start and completion dates for this project? (Include timeline details in proposal)

- Will the recipients of this project be paying anything for these services?  
 No  Yes If yes, how much?

- Have you requested funds for this project from any other church or funding source?  
 No  Yes If yes, please state names of churches/organizations:

- Has your organization been a CMC Thanksgiving Offering recipient in the past?  
 No  Yes If yes, what year(s)/project(s)?

Are you connected with a local church? If so which church and how are you involved?

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