



FOREST HILL CHURCH COMMUNITY GRANT APPLICATION

The mission of the Ministry of Justice and Mission is to increase awareness and encourage actions that respond to injustice and human need. Specifically, we oversee and coordinate the expression of Forest Hill Church as the Body of Christ in acts of mercy and justice.

Instructions:

Please return completed application by June 8, 2019 (email is preferred)

Organization Information		
Organization Name		
Contact Person		
Telephone Number		
Email		
Tax ID (Orgs only)		
Funding Request		
Check One: <input type="checkbox"/> Small Group Grant <input type="checkbox"/> Organization Grant		
Amount Requested		
Name or Title of Grant Proposal:		
Forest Hill Church member(s), if any, currently involved in your project/program:		
Other faith communities or community groups involved:		
I/We acknowledge that receipt of a FHC Community Grant requires a final report submitted to Justice and Mission and communication or requested updates to the congregation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Email

jm@fhcpresb.org

Mail

Justice & Mission Ministry, Attn: Jessica Kelley
Forest Hill Church, Presbyterian
3031 Monticello Blvd.



Cleveland Hts. OH 44118

APPLICATION FORMAT

These questions are designed to help you tell us your story. Please use them as a guide, but not a rigid form. If we ask for information below that does not fit your project, you may modify the requested information to fit your project better.

1. Describe your proposed project/activities. How does it align with the mission of the Ministry of Justice and Mission at Forest Hill Church? Include responses to the following questions:
 - a. State the specific goals and outcomes of the proposed project/activities.
 - b. Who will benefit from this initiative? In what way?
 - c. Timeline for project.

2. Describe any partnerships, involved FHC congregants, or potential volunteer or donation opportunities. How and in what ways will you engage with the congregation of Forest Hill Church in your project/activities?

3. Describe any matching or in-kind support for your proposed project/activities. What resources other than the FHC Community Grant will be leveraged to accomplish your goals?

4. Where do the proposed project/activities take place? Do the proposed activities utilize FHC building or grounds? If yes, have you discussed the project needs with the Trustees or Building Manager?

5. Describe any previous work or activities you or your organization have accomplished that can contribute to the likelihood of success in your current proposal. [This can include, but is not limited to: ongoing partnerships; long-term engagement with the target population; similar programs that have been successful in the past; direct experience with the proposed activities].

6. Based on your goals and stated outcomes above, how will you evaluate if you have met them? Briefly describe what criteria you will use and how you will document them. (Such outputs could include, but are not limited to: number of persons who participate, a



new partnership established, amount of food/produce/product generated, expansion of reach in the target group, etc.) In what way will you report this information back to Forest Hill Church about the accomplishments of your project/activities? In addition to "countable" criteria, please also consider including first-person narratives or photos.

7. Organizations Only:

A. Briefly describe your organization, its origins and mission statement. Include length of time in existence and past involvement in the community.

B. Attachments:

- a. Current annual budget and financial statement for previous year.
- b. Current Board of Directors or Trustees
- c. Current officers and staff. This can include both staff and volunteers involved.
- d. Forest Hill sponsor(s).

8. Small Groups Only:

Briefly describe your team, their roles on the project, and (if applicable) relationship to Forest Hill Church.

9. Budget and Timeline:

- e. List total project budget.
- f. List how funds will be used and by what target dates.
- g. Budget Narrative to explain line items.
- d. PLEASE COMPLETE THE ENCLOSED W-9 FORM if proposed budget exceeds \$1,000.