



IPC Foundation Grant Application Guidelines

General

The Independent Presbyterian Church Foundation (IPCF) extends the ministries of IPC through the use of endowments. Two endowments, the **Orlean and Ralph W. Beeson Fund and Felix C. Yarboro Community Ministries Fund**, distribute annual earnings via four grant cycles as described below.

1. IPCF Small Grants (\$7,500 or less)

The Foundation believes that the effort to apply should be commensurate with the size of the grant, so smaller grants (**\$7,500 or less**) may be requested informally at any time. Please note that priority is given to Alabama/Birmingham organizations.

Applicants must be a 501c(3) organization and should be emailed to (smallgrants@ipc-usa.org).

These informal requests will be reviewed, with follow-up conversations held as needed, and will normally be decided within 60 days. Applicants are not eligible for a small grant if the organization received an annual grant disbursement in the same calendar year. Application information is available from the [Foundation website](#).

2. IPCF Scholarship Aid Grants

Scholarship aid grants are available for qualifying students. For details, please see the **Guidelines for Institutions Applying for IPCF Scholarship Grants** on the [Foundation website](#).

3. IPCF Emergency Grants

Emergency grants are available upon request.

4. IPCF Annual Grants

Grants are awarded annually. Applications are accepted in the summer:

- **June 15th** for organizations that did not receive a grant payment from the Foundation in the prior two grant cycles (i.e., since 1/1/2016), and
- **August 15th** for organizations that did receive a grant payment from the Foundation in either or both the prior grant cycles (i.e., since 1/1/2016).

All deadlines are firm.

Annual Grants Process and Timeline

Applications are evaluated by the Foundation's Grantmaking Committee with support from other IPC members and staff. A site visit or conference call is conducted for new applicants and, on a rotating basis, for repeat applicants. When all applications have been evaluated, a proposed slate of grants (balanced to available funds) is prepared by the Grantmaking



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Committee for action by the Foundation Board of Directors in November. In recent years, we have been able to fund between 60% and 70% of the total requested.

Applicants are notified in early December. An **Award Agreement** must be executed and returned prior to the payment of the grants in early February.

Recipients must later submit a **Report on Grant Usage** to describe how the grant was used. The report is due by December 31st of the year in which the funds are received, and may be submitted either with this application or at year-end. Copies of the form are available from the [Foundation website](#).

Grants Criteria

The Foundation uses the following criteria in awarding IPC Foundation grants:

- The Beesons provided extensive guidance for its Fund (the Felix C. Yarboro Community Ministries Fund follows the same directives), but its broad objectives were captured in a phrase directing that the Fund be: "*applied and devoted totally to the benefit of mankind, the education of youth, the relief of human suffering, and the propagation of the Christian religion.*"
- The Foundation encourages work that emphasizes both community and empowerment. Our understanding of these terms is:
 - Community means *acknowledging mutuality and interdependence*. We seek to become partners, supporting and enhancing efforts begun by others, and inviting others to join us in our work. We believe that work carried out cooperatively builds community.
 - Empowerment means doing with, not for. For a person, being empowered may mean taking control of one's life, envisioning a new future for oneself and others, and/or becoming a creative participant in the life of society. Empowerment sometimes requires systemic change, because injustice can become embedded in our institutions and social systems, where they perpetuate oppression and suffering.
- The Foundation favors applications which have the best chance of making lasting change in a cost-effective manner. No single set of criteria could apply to all applications, but the Foundation will seek evidence of the following in evaluating applications:
 - A well-defined mission that is mapped to programs and activities
 - Target outcomes that are well defined and lead to lasting, cost-effective change
 - Rigorous measurement of outcomes coupled with comparison to accepted standards of excellence and/or organizations recognized for their excellence

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- Collaboration/partnership with other organizations to increase effectiveness, reduce costs, and avoid duplication
 - A commitment to continuous improvement
- The Foundation has chosen the problem of summer learning loss in K-12 school children as an area of focus. The Foundation is a member of Summer Adventures in Learning (SAIL), a funding collaborative which conducts an annual grants cycle to support summer learning programs in the Birmingham area. Applications for support of summer learning should be submitted through SAIL (not directly to the IPC Foundation) on or before October 1st. SAIL uses an application format which is tailored to summer learning, so applicants should follow SAIL guidelines for those applications. To learn more, [visit the SAIL website](#).
- The Foundation gives priority consideration to projects/programs that:
 - Are organized as a mission or ministry of IPC
 - Impact other IPC missions and ministries
 - Involve volunteers from IPC
 - Where local in focus, serve the Greater Birmingham Area
 - Show promise of replication in other settings
- The Foundation accepts applications for general operating support as well as those for program/project-specific support
- Grant recipients must be non-profit entities whose mission is compatible with that of IPC

The Foundation does not provide support for:

- Any program which conflicts with our theology, and
- Lobbying activities and political campaigns

The Foundation does not give priority funding for:

- Annual fund, endowment fund, and/or building fund campaigns
- Research and/or publicity that does not have promise of near-term benefits
- Projects or missions of individuals
- Applications previously denied (unless substantially changed)
- Missionaries of other denominations where Presbyterian Church (U.S.A.) is not a partner

Multi-year grants (i.e., those in which payments are made in more than one year from a single application) are limited to a maximum of three years and are approved on a case by case basis.

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Funding will not generally exceed 20% of the grantee's annual operating budget. This guideline may be waived for start-up funding and for anchor organizations. Anchor organizations are those which are very closely aligned with the IPCF's guidance and our understanding of community ministries. They provide a unique and/or especially effective service that could not be easily replaced. They may receive Foundation support over a number of years, subject to continued need, effectiveness, accountability, and alignment with IPC's evolving understanding of community ministry.

Grant Applications Format

The Foundation seeks to make the application process easy for the applicant.

- Applicants who wish to discuss an application before-the-fact may contact the Foundation for general guidance on suitability/fit.
- If these guidelines are unclear or burdensome, please contact us for guidance
- Based upon data from past grant cycles, the average time to complete an application is 5-6 hours.

These guidelines are updated annually. A current version is available from the [Foundation website](#). There is no application form; rather the application is a package consisting of the following.

- A one- or two-page **cover letter** explaining the purpose and anticipated benefits of the grant (making it clear how the grant will be used, as well who will benefit and how), the dollar amount of the request and the desired timing of the grant payment(s). The cover letter must be signed by a director, officer or senior employee of the applying organization.
- Attached to these guidelines is a **common information section** which must accompany all applications to provide contact information, describe tax-exempt status of the applicant, and to identify any potential conflicts of interest. A fourth question, which is optional, helps us to track the applicant's effort in applying for the grant.
- Supplemental information:
 - A list of **current members of the governing board**
 - A **current-year operating budget** for the organization and, if the application is for a specific program or project, **a budget for that program or project**
 - **Financial statements** for the most recent two years (Note: do not resubmit statements you have submitted in prior years):
 - Form 990 is required for organizations who prepare them. Copies of Form 990 in PDF format are usually available from the preparer or via download from GuideStar.

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- If Form 990 is not available, an independent audit report is the next choice.
- If neither is available explain why and submit copies of the organization's income statement and balance sheet.
- A list of **current sources of revenues and/or funding**
- A list of other **pending grant requests** (Note: larger organizations with many outstanding requests may limit the list to the five most relevant requests)
- Applicants who received an IPC Foundation grant in February 2017 must complete the **Annual Report on Grant Usage** (available on the [Foundation website](#)). Two timing options are available:
 - Submit the **Report** with this application, in which case no further reporting is necessary, or
 - Include a brief summary (a paragraph or two) of the usage of the grant with this application, and at year-end submit a **Report** to cover the full year.
- Applications may include a single copy of materials to describe the requesting organization and its activities.
- **Submission by e-mail (beeson@ipc-usa.org) is strongly encouraged**; if so, submit either a scanned copy of the hand-signed cover letter or a digitally-signed version. Please merge your attachments into as few documents as practicable. We discourage submission in paper form, but if you must, submit only one copy.

Grant Applications Checklist

This checklist is provided to assist the applicant in assembling the package.

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|------------------------------|--|
| ○ Cover Letter | ○ Financial Statements (Two Years) |
| ○ Common Information Section | ○ List of Funding Sources |
| ○ List of Board Members | ○ Pending Grant Requests |
| ○ Current-Year Budget | ○ Summary of Grant Usage (For Prior Cycle) |

Contact Information

Denise W. Moore, Executive Director, dmoore@ipc-usa.org
(205) 933-3705 (phone)
(205) 933-1836 (fax)

Independent Presbyterian Church Foundation
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Birmingham, Alabama 35205-1408



IPC Foundation Grant Application Guidelines

Common Information Sections (First Three Sections Required)

Section 1: IRS Classification

Please choose one of the following:

U.S. tax-exempt organization (public charity) EIN _____

U.S. tax-exempt organization (not a public charity) EIN _____

Other (Please explain)

Section 2: Contact Information - Please tell us whom to contact with any questions about this application

Name _____

Mailing Address _____

Physical Address (if different from mailing) _____

Telephone _____ E-mail _____

Section 3: Conflict of Interest Disclosure

Conflicts of interest may arise if anyone is in a position of influence with both the applicant and the Foundation, e.g., a member of both boards.

Please indicate one of the following:

We are not aware of any potential conflicts of interest

Conflicts of interest may exist as follows:

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- Pending Grant Requests
- Summary of Grant Usage (For Prior Cycle)