

# Crossroads Fellowship City-Reaching Foundation

## Request for Funding Proposal Packet

Please complete ALL parts of this application before forwarding it to Doug Hodges, Missions Manager, Crossroads Fellowship. **Save this file on your computer, complete the form and email it to [doug.hodges@crossroads.org](mailto:doug.hodges@crossroads.org) (preferred)** or you may mail it to 2721 E. Millbrook Road, Raleigh, NC 27604. **Deadline for Submission is Monday, December 4, 2023**

Grants are awarded on an annual basis only. Maximum grant amount awarded is 15% of requestor's previous year's income/expenses.

**NOTE: The completed Proposal must be limited to the equivalent of 1 page front and back.**

**Ministry / Agency Name:**

**Address:**

**Phone:**

**Contact:**

**Email:**

**General Questions:** Circle or highlight the appropriate answer for each.

- |  |     |    |
|--|-----|----|
| <b>A.</b> Is the agency/ministry tax-exempt?   |     |    |
| If yes, provide a copy of your 501(c) 3 determination letter                         | Yes | No |
| <b>B.</b> Is the agency/ministry a member of the ECFA?                               | Yes | No |
| <b>C.</b> Do you have a Board of Directors? (If yes, please provide a list of names) | Yes | No |
| <b>D.</b> Does the agency/ministry do an annual audit?                               | Yes | No |
| <b>E.</b> Would the agency/ministry welcome volunteers from CRF?                     | Yes | No |

**1. Introduction:**

Briefly indicate your desire to enter a joint ministry venture with Crossroads Fellowship, the major purpose for the program, and the amount of funds you are seeking.

**2. Proposal:**

- A. Executive Summary:** A brief paragraph summarizing the essential goals and activities of the agency/ministry?
- B. Introduction:** A brief history and description of the ministry and it's activities
- C. Problem to be solved or Need to be met:** Why is this agency/ministry needed in the Triangle?
- D. Solutions or Objectives:** What is your plan for solving the problem or meeting the needs?
- E. Methodology:** How will you accomplish the objectives?
- F. Impact:** Who or what will change for the better if you succeed?
- G. Evaluation:** How will you define & measure success?
- H. Faith Component:** What is the faith component/impact of your ministry or agency/staff/?
- I. Current Involvement With CRF:** To what extent is Crossroads already connected to the agency/ministry; and are you personally involved at Crossroads?

**3. Budget & Funding Request:**

- A.** What is the total agency/ministry annual budget? (Overview not details)
- B.** What is the budget for this specific project or on-going ministry expenses? (Overview)
- C.** What is the amount you are requesting from this City-Reaching Request? (Overview not details)
- D.** Please provide: 1) Most recent 990 tax return form 2) Current annual budget for the ministry/agency, 3) Current balance sheet, 4) Prior year financial statements, 4) Most recent Profit and Loss statement, and 5) Number of full and part-time staff currently employed.
- E.** Has your ministry received any training from the Mission Increase Foundation?

**4. Attachments:** If needed or desired, provide any supporting documents that may help us understand this request.