

# **Grant Application**

## **Who is most likely to receive a Grant**

Grants from the Rejoice Foundation –

The Rejoice Foundation accepts proposals for grants from non-profit organizations that further the ministry of Jesus Christ and serve Christian or Biblical principles.

## **Who Qualifies**

To qualify for a grant from the Rejoice Foundation, an organization must:

- Have a record of outstanding service in effectively and efficiently delivering programs and services that are directly related to the ministry of Jesus Christ
- Serve Christian or Biblical needs in the community, city, state, province, country, or continent in which you operate
- Deliver services which impact the lives of Christians and non-Christians, both short and long-term

## **Rejoice Foundation's Funding Priorities**

### Biblical based Ministries

- Grants that emphasize the teaching of Jesus Christ
- Grants that enhance Biblical principles to the public
- Grants that provide literature, education and training or special assistance to individuals, groups or the public at large that enhance Biblical principles and ministries
- Grants that encourage education in the area of the Ministry of Jesus Christ
- Grants that provide opportunities for individuals to hear the Gospel of Jesus Christ

### The Rejoice Foundation Generally Does Not Fund

- Organizations that have been in existence less than two years
- Annual membership or affiliation campaigns, dinners or special events
- Debt retirement or operating deficits
- Endowments or other reserve funds
- Grants to individuals
- Individual healthcare procedures
- Medical, scientific or academic research
- Organizations relying on government funding for more than 50% of annual operating revenue
- Organizations that further political doctrine
- Sponsorships
- General Operating Costs

### Repeat Gifts

The Rejoice Foundation will review and consider repeat gifts and consecutive year grants to certain organizations, although, Rejoice Foundation reserves the right to decline grant applications on a year to year basis.

## Proposal Format For Grant Applications

There are two sections to this application. Each section must be completed separately and the total application should be kept to a combined maximum of 5 pages (excluding attachments). No binders, spiral notebooks, or videos are to be submitted unless specifically requested.

### Section 1

1. Date of Submission  
Name of Organization  
Address, phone number, fax number, e-mail address  
Name and title of person submitting the application
2. The mission of the organization
3. Primary area of focus that supports the Ministry of Jesus Christ
4. Amount requested. Rejoice Foundation has no stated minimum or maximum grant amount, however the majority of our grants are \$500.00 to \$1,500.00.
5. Are you requesting funds from any other sources, such as government grants, other foundations and/or private donations? If yes, then provide specific details about the types, amounts and information concerning the other fund requests.
6. Are you seeking 100% of the funds or a portion exceeding 50% of the funds needed for the project from the Rejoice Foundation?
7. What date or period of time are the funds needed?
8. When and where was the organization founded?
9. Who are your board members? Please supply a current resume for each board member.
10. How will the funds be used? Please provide a complete and detailed description of when the funds will be used, how the funds will be used, who will receive the funds, and why the funds are necessary.
11. Does the organization receive any federal, state or local government funding? If so, please complete the following:
  - a. Identify government entities supplying funding
  - b. Amount received from each entity during the past two years and its percentage of the budget
  - c. Is it anticipated that such funding will continue?
12. Explain the short and long-term benefit to the individuals or groups impacted by the individual or organization's projects or programs.
13. Percentage of money in relation to the organization overhead and the percentage of money spent directly on the project(s) for the past two years: (Each year must add up to 100%)
  - a. Administrative Support (overhead including: salaries, utilities, rent, etc.)
  - b. Fundraising (the percentage of funds used to raise funds for the projects and/or the organization)
  - c. Program Services (the percentage of funds that are spent directly of the project(s), excluding administrations and fundraising)
  - d. Please be advised that your audited financial statements must match these percentages.
14. How did you learn about Rejoice Foundation?

## Section 2

\*Please begin section 2 on a new sheet

1. How is the organization managed?
2. Are there any time requirements or other constraints placed upon the funds requested by the recipient? If so, please explain.
3. How does the organization receive its financial support? (Explain fund-raising activities, sources of revenues, special fund raising events, endowments, etc.)
4. List other foundation (other than Rejoice Foundation) support for this organization and related amounts for the last two years. List any support anticipated for this project and provide a list of any individuals or organization you have or will request support.
5. How does the organization utilize volunteers?
6. Documented results of organization's programs or projects, which have benefited the ministry of Jesus Christ.
7. How many employees, including staff are on the organization's payroll?
  - a. List all employees' compensation in excess of \$50,000 per year and corresponding compensation.
8. How do your directors contribute to your organization? What percentage of annual revenues are contributed in the aggregate by members of the Board of Directors?
  - a. Identify each director by name and provide the following information for each individual listed.
  - b. Amount of contributions made by each director to the organization
  - c. Each director involvement in fundraising for the organization or projects
  - d. Other information about the directors you believe is important.
9. Has the organization or any affiliate, previous organization or predecessor, applied for a grant from the Rejoice Foundation in the past? If so, when? What amount? What amount, if any, was received and when?
10. Please provide a full description of your organization. Please include a photo (separate page, not part of a brochure) that best exemplifies your organization. Please indicated below how this photo(s) may be used:
  - a. \_\_\_\_\_Internal use only
  - b. \_\_\_\_\_May be used for other Foundation purposes

### ATTACHMENTS:

Provide proof of your tax exempt status, such as a letter of determination (501 (c) (3) tax exempt non-profit status), current annual budget, requested program budget, present and past (two years) Board of Directors, and last two years audited financial statements for your organization (audit report should include balance sheet and income and expense summary). If no such documents exist, then provide an explanation why you do not have the requested information.

Completed requests should be submitted by email attachment to [mchamp@rejoicefoundation.org](mailto:mchamp@rejoicefoundation.org), in Microsoft word along with two hard copies mailed to the Rejoice Foundation, 13413 E. 106<sup>th</sup> Street North, Owasso, OK 74055

The Rejoice Foundation operates with two giving cycles per years. Proposals will be considered for the giving cycle in which it is received unless otherwise requested. Proposals must be postmarked by the deadline date in order to be considered for that giving cycle.

Giving Cycle Timeline:

Proposal Deadline  
March 15, each year  
July 15, each year

Notification/Distribution  
July 31, each year  
January 31, each year