

Christ Church Denver Outreach Commission mission statement

“To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ”

The Outreach Commission recognizes that there are many opportunities for individuals to serve those in need. The Outreach Commission feels called to support members of Christ Church Denver by offering individual grants to support such works. To be considered for a grant, the individual requesting support must meet all of the criteria listed below.

1. The goal of the proposed project/trip must be in alignment with the Christ Church Denver Outreach Commission’s mission statement as stated above.
2. The applicant must:
 - a. Be a member of Christ Church Denver for at least one year and regularly attend and contribute to the life of the Church in the past year.
 - b. Submit a budget and provide a description of the project/trip showing how the funds will be used.
 - c. Recruit at least a five-member support team and list their names on the application. The team are Christ Church Denver members, other than the applicant, that commit to pray for and support the applicant throughout the duration of the project/trip.
3. If the applicant is under 18 years of age, an adult sponsor is required.
4. If the project/trip involves travel out of the country, travel insurance is required.
5. If an applicant submits multiple grants in the same calendar year, total funding for all grants in a calendar year is limited to \$2,000. The Outreach Commission usually does not fund the entire cost of a project/trip. The applicant is encouraged to seek funds from other sources such as friends and family and/or fund some of the project themselves.
6. Receipts must be submitted to Christ Church Denver for reimbursement of all valid expenses (transportation, lodging, meals, fees, supplies, donated equipment, etc.) incurred on the project/trip. Receipts for items such as personal equipment, clothes, souvenirs, etc. are not reimbursable. Receipts submitted after the calendar year of the project/trip end date will not be reimbursed even if valid. Reimbursement checks are only written to the grant applicant. All unused grant and/or donation funds revert to the OC operating fund at the end of the calendar year for use determined solely by the OC.
7. The Outreach Commission understands that there may be special circumstances when applying for a grant. An applicant may have a special role or the project/trip itself may have special aspects which could justify modification of the above criteria. The Outreach Commission reserves the right to modify the above grant criteria based on special circumstances provided there is substantial consensus by the Commission on such modifications. Such modifications do not set a precedent for any future grant applications.

Individual grant applications can be submitted to the Outreach Commission at any time and will be reviewed at the next Outreach Commission meeting if received ten days before the meeting.

All grant recipients will have access to Christ Church Denver channels of communication such as the weekly E-News, the Outreach table in the commons, and forums to share information and gain support.

Applicant Name (Printed):

Application Date:

If the applicant is under the age of 18 years, complete the following contact information for the sponsoring adult. If not applicable, please circle the following: N/A

Name: _____ Phone: _____
Relationship: _____ Signature: _____

Applicant's contact information:

Street: _____
City: _____ State: _____ Zip: _____
Phone: _____ Email: _____

Do you regularly attend and contribute to the life of Christ Church Denver?

Yes No

Name and contact information of the group or organization that will benefit from your project/trip for which this grant is being used:

Name: _____
Phone: _____ Email: _____

Will travel out of the country be a part of this project/trip? Yes No

If so, has adequate travel insurance been obtained: Yes No N/A

Location of project/trip: City: _____ Country: _____

Project/Trip Start Date: _____ Project/Trip End Date: _____

Amount requested:

\$

Total project cost:

\$

Provide a budget below or attach a budget as an application supplement:

(Note: Receipts are required for all reimbursement requests from grant funds.)

Briefly describe the purpose of the grant, the goals for your project/trip, and how it aligns with Christ Church Denver’s Outreach Commission’s Mission Statement:

“To Restore Hope to a Suffering World and Be Transformed into the Likeness of Christ”

Purpose:
Goals:
Alignment:

Include at least five names (please print) of Christ Church members who commit to being on your team; supporting and praying for you during your project/trip.

_____	_____
_____	_____
_____	_____

Grant and Donation Funding:

In addition to individual grant funding, individuals are encouraged to ask friends and family for donations for projects/trips. Donations received by Christ Church Denver and designated to an individual for outreach projects/trips are tax deductible and subject to the following rules:

1. If both grant and donations are available, donations will be used first for reimbursement.
2. Reimbursement is made only for valid receipts (transportation, lodging, meals, fees, supplies, etc.). Receipts for personal items such as equipment, clothes, souvenirs, etc. are not reimbursable. Reimbursement checks are only written to the grant applicant.
3. Reimbursement requests can be made up to the end of the calendar year of the project/trip end date. At the end of the calendar year, all remaining funds (both grant and donations) revert to the OC general fund for use determined solely by the OC. Reimbursement receipts, even if valid, received after the end of the calendar year of the project/trip are not eligible for reimbursement.

By signing below, I certify that the information contained in this application is correct to the best of my knowledge. I also acknowledge that I have read and understand the above criteria regarding individual grant applications and agree to abide by those criteria.

Signature:

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Date:

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