

*Please read the guidelines before filling out the application. Maximum of award shall be \$2500. Please share guidelines with all responsible parties.*

**APPLICATION SHOULD BE TYPEWRITTEN OR PRINTED LEGIBLY**

**2017**

**JUBILEE FUND APPLICATION**

**I. GENERAL INFORMATION**

A. PROJECT TITLE: \_\_\_\_\_

B. PROJECT CONTACT PERSON - IF THE PROJECT IS AWARDED FUNDS, ALL GRANTS WILL BE DISBURSED THROUGH THIS PERSON:

Name (Mr., Mrs., Ms.) \_\_\_\_\_

Contact Person's Title \_\_\_\_\_

Contact Person's Email Address \_\_\_\_\_

Organization Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Organization's Email Address \_\_\_\_\_

Organization's Website \_\_\_\_\_

C. ARE YOU A NON-PROFIT ORGANIZATION?  YES  NO

If "yes" check one of the following:  501 (c)  Church

D. AMOUNT OF JUBILEE FUNDS REQUESTED \$ \_\_\_\_\_

E. CHECK APPROPRIATE PROGRAM CATEGORY OF PROPOSAL:

New Program  Expansion of Existing Program  Continuation of an Existing Program

F. CATEGORY OF ELIGIBLE PROJECT (See Jubilee Fund Guidelines)

\_\_\_ African-American Clergy Recruitment

\_\_\_ African-American Christian Education

\_\_\_ African-American Congregational Leadership Development

\_\_\_ African-American Youth and Young Adult Ministry

G. SPONSOR ORGANIZATION:

Church or Presbytery Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email Address \_\_\_\_\_

Presbytery \_\_\_\_\_

H. HAS THIS SPONSOR RECEIVED PRIOR JUBILEE FUNDING? \_\_\_ Yes \_\_\_ No

If yes:	Dollar Amount	Year Received
	_____	_____
	_____	_____
	_____	_____



II. **DESCRIPTION OF PROJECT** (Please provide information requested in the space allotted. Do not use a font size less than 12 for any of this information)

A. State how the project meets the category of project eligibility.  
(Why is it important?)

B. Significance of Need: (Why the project is needed?)

C. Project Purpose (Why is it important and how it will address need?)

D. Goal of the Project (Describe with you would like to accomplish.)

E. Objective(s) (State in measurable terms how you lan to reach the goal.)

F. Activities (Describe the activities in which the target population will engage.)

G. Outcome(s) Briefly describe what will be achieved as a result the project.

**III. PROJECT SPECIFIC BUDGET**

The income amount and the expenses amount should be the same. No project will be considered without a detailed budget including the following information (Attach):

<u>SAMPLE BUDGET for Summer Enrichment Program</u>	
<b>INCOME – Revenue Sources</b>	
• Jubilee Fund	\$3,000
• Congregation Donation	5,000
• Synod Grant	2,000
• Corporate Donation	1,500
• City Grant	500
• Fund Raiser (car wash. Bake Sale, Fish Fry)	1,000
	<b>\$13,000 - Total Income</b>
<b>EXPENSES - Costs</b>	
• Staff Stipends-Director	\$2,000
• 3 Counselors @\$1,600	4,800
• Transportation	1,200
• Food	2,000
• Program Supplies	1,200
• Program Awards (book bags w/supplies)	2,000
	<b>\$13,000 - Total Costs</b>

**A. INCOME**

1. ITEMIZED LIST OF GRANTS INCLUDING FUNDS REQUESTED FROM JUBILEE FUND (Indicate if funds are definite, conditional or pending and give dates the grant funding is anticipated to begin).
2. CONTRIBUTIONS (IN KIND OR MONETARY) TO BE MADE BY THE SPONSORING ORGANIZATION
3. ANY OTHER SOURCE OF INCOME

**B. EXPENSES (Give detailed line item expenses)****IV. PAYMENT SCHEDULE & RESPONSIBILITIES OF RECIPIENT ORGANIZATIONS.**

- A. Projects receiving Jubilee Grants will receive the award at the beginning of the grant period.
- B. Projects should begin within 90 days of receipt of the award. Normally, all Jubilee Fund Grants for a given year shall be spent by the end of the year. If there are reasons funds cannot be spent wisely by the end of the year in which they are received, then the project **should request permission from the Jubilee Fund Committee** to carry funds over to the next calendar year

- C. The Jubilee Fund Committee will require documentation of the project either through a descriptive report (e.g. pictures, video, or narrative) and/or a site visit.
- D. A final report evaluating the use of the Jubilee Funds is required within 60 days of the completion of the project.
- E. A church may not apply for the same category for 2 consecutive years.
- F. Failure to submit a final report to the Jubilee Fund Committee may disqualify any future application requests.

**RETURN COMPLETED APPLICATION TO:**

SYNOD OF THE MID-ATLANTIC  
PRESBYTERIAN CHURCH (U.S.A.)  
ATTENTION: JUBILEE FUND COMMITTEE  
3601 SEMINARY AVENUE  
RICHMOND, VIRGINIA 23227  
**(804) 342-0016**  
**FAX (804) 220-9360**

**\*\*\*DEADLINE DATE EXTENDED\*\*\***

**EACH APPLICATION MUST HAVE A POSTMARK,**

**FAX OR EMAIL DATE OF NOT LATER THAN**

**Tuesday, August 1, 2017**