

**First Missionary Baptist Church Foundation
Grant Request Application**

SECTION 1: Grant Request Information

Name of Requesting Organization/Project: _____
Organization's affiliation(s) if any: _____

Contact Person: _____ Title: _____
Telephone: _____ Email: _____
Address: _____

Requested Amount: \$ _____

Purpose of Request: _____

Is this the total cost of the project? YES NO

If no, how are the remaining funds to be raised? _____

When is the grant money needed? _____

Has an award been granted by FMBC Foundation or FMBC for this organization/project in a prior year?
 YES NO

SECTION 2: Grant Request Description

Complete all sections. Attach an additional sheet if more space is required.

Purpose of the organization/project requiring funding:

List current funding sources for this project and/or other efforts underway to solicit funds:

Explain why this ministry/project needs additional funding:

Section 3 – Grant Request Documentation

The following documentation must be submitted with each application:

- Annual Organizational Budget
- Two endorsement letters (see item 2, section 3 below)
- Budget for project for which funding is requested
- 501 (c)(3) documentation, if applicable

In addition to the above, submit any supplemental materials (pictures, newspaper/newsletter articles, brochures, budget information, etc.) that may be useful to the committee when evaluating this request.

1. Grant applications must be submitted by August 31 to receive consideration for funding in the same year.
2. Two letters of endorsement must be submitted from organizations or individuals that have utilized or benefitted from the mission/services of requesting organization.
3. Grant award checks will be mailed as part of the FMBC Foundation's year-end distribution. Checks are mailed to recipients in January.
4. If a request is awarded, the recipient must submit a follow-up accountability statement that provides details as to how the award monies were disbursed.
5. Repeat grant requests will be awarded for no more than two consecutive years. After the second consecutive award, a time period of two years must elapse before an application from the same organization can be submitted again.
6. A repeat request will not be considered if a follow-up accountability statement has not been received for prior awards.
7. The FMBC Foundation reserves the right to publish names of grant recipients

The Foundation meets quarterly (February, May, August and November). Grants will be evaluated on a quarterly basis.

For additional information, please contact the FMBC Foundation Grant Evaluation Committee - Attn: Rev. Chantaye Knotts via email cknotts@fmbc.org. Please return grant request to FMBC Foundation at the address below.

**First Missionary Baptist Church Foundation
3509 Blue Spring Road - Huntsville, AL 35810
(256) 852-4318 phone - (256) 852-5975 fax**