

## **GRANT GUIDELINES**

Welcome to the Arkansas State Association of Free Will Baptists Grants Program. The Arkansas State Association of Free Will Baptists was organized in 1898 and today consists of 190 churches from 15 districts. The ministries of the Arkansas Free Will Baptists labor together to strengthen the local church and her leadership to fulfill the Great Commission. God has blessed our association for over a century. One of the many blessing from God was the implementation of the Arkansas Perpetual Property Loan Endeavor (APPLE). The APPLE fund has grown to the point that we can utilize the interest earned from the fund to offer grants to qualifying Arkansas Free Will Baptists to further the cause of our Lord Jesus Christ. Because this is a new adventure for us and because the funding of the grants will come solely from interest earned from the APPLE fund, we intend to offer this grants program for a two-year “pilot” project, reserving the option to make necessary amendments, adjustments, alterations or abandonment. We are excited about this opportunity as a state association to labor together with the local church to fulfill the Great Commission of our Lord and Savior Jesus Christ!

### **WHO MAY APPLY FOR A GRANT?**

- Any Arkansas Free Will Baptist entity located within the State of Arkansas and holding membership in the National Association of Free Will Baptist, Inc., in accordance with Article II in the constitution of the National Association of Free Will Baptists, Inc., may apply.

### **ARE THERE RESTRICTIONS PLACED UPON A GRANT REQUEST OR CAN I SEEK A GRANT FOR ANY ENTITY NEED?**

- Your request for grant funds may not be used for operational expenses (i.e. monthly expenses such as salaries, utilities, debt reductions, etc.). You may submit a grant proposal for any entity need, including but not limited to capital projects (i.e. building projects, capital fund raising efforts, etc.), ministry opportunities (i.e. outreach efforts, mission trips, V.B.S., etc.), or staff development (i.e. conference expenses, safety and security trainings, etc.).

### **HOW CAN I APPLY?**

- You must complete a Grant Application which must be signed by the head of the entity.
- In addition to the application, you must provide a narrative proposal. The narrative proposal should be a maximum of 5 pages text size should be 8 1/2 by 11 inches, double-spaced, twelve-point font, single-sided, with 1-inch margin covering the following areas. If you wish you may select key words from the material below for division headings and ease of reading.
  - I. The Introduction to petitioning entity — history, summary description of activities, selected recent accomplishments, and other pertinent information.
  - II. The Names, phone numbers, addresses, and e-mail addresses of the senior leader of the entity and the project leader, including a brief description of their qualifications. They can be the same person.

III. The Description of the proposed project.

- a. The Title of the project, two or three sentences of description, and amount sought from the Arkansas State Association of Free Will Baptists Grant Program.
  - b. The Persons/Person responsible for record keeping — both the financial and the project process.
  - c. The Other Staffing.
  - d. The Target audience and problems/needs to be addressed — Who needs this program or building? Do not describe in terms of the entity's needs (e.g., "We need a new building because this one is old and ugly"); describe problems or needs in terms of human life. What problems are you seeking to solve? Be as specific as possible.
  - e. How the project addresses these needs/problems? Why can't you meet those with your present resources?
  - f. Specific Measurable Objectives — How many people will this affect immediately, further down the road, in eternity? But start with those that can be counted.
  - g. The Evaluation process — What instruments, counting processes, surveys, etc. are you going to put in place to evaluate the success of the project based on the objectives (after it is finished)? Who will be responsible for evaluation?
  - h. The Outcomes — What results do you project seeing in the lives of the people served? The pastors, their congregations and other people they will touch? Be specific!
  - i. The Project Timeline and how it fits within the grants program timeline.
  - j. The Plans for continuation, maintenance, and further development of the project.
  - k. The Plans for dissemination of the model of the project (if applicable) to others in the denomination.
  - l. The Project budget narrative (explaining costs of attached projected budget).
- You must meet the deadline for application as set forth below. No applications will be accepted past deadlines.

| The Arkansas State Association of Free Will Baptist Foundation Application Timeframes |                          |                       |
|---|--------------------------|-----------------------|
| Applications Due  | Notification and Funding | Follow Up Reports Due |
| January 31, 2020  | March 31, 2020           | September 15, 2020    |
|   |                          |                       |
|   |                          |                       |

**HOW WILL MY APPLICATION BE PROCESSED?**

- Your grant application will be reviewed by the Grant Committee, as directed by the body of the Arkansas State Association of Free Will Baptists at the 2019 Annual Meeting.
- The Grant Committee will not consider any request for a grant that does not meet the application procedures or the application timeframes.

- The Grant Committee may fully grant, partially grant or deny your eligible application based upon the availability of funds, the number of eligible applicants, or other exigent circumstances.
- The Grant Committee will notify you if you are awarded a grant.
- Each member of the Grant Committee will sign a Conflict of Interest Statement avowing recusal from any application that effects an entity with which that member has an interest, as defined within the statement.

#### **WHAT WILL I NEED TO DO IF I RECEIVE A GRANT?**

- If you receive a grant, you must submit a follow up report to the Grant Committee. In your report, you should specify the amount of grant received, account for how the money was expended, describe the impact the grant had upon your receiving entity, and detail if the project for which the grant was received has been completed or come to its final fruition.
- Your follow up report is due on September 15, 2020.