

Internal Application for Kingdom Endowment Fund Grant **(For use by FBC Staff, Church Members, and Small Groups)**

Introduction

Thank you for your interest in the FBC Kingdom Endowment Fund (KEF). Through the generosity of several individuals, endowment funds have been provided for First Baptist's use to expand God's Kingdom and the work of His Kingdom. These funds are intended for use in meeting needs that are not part of the on-going programs and operations of the church. These endowment funds are maintained and managed by endowment fund professionals whose role is to grow the principal of the funds to allow for perpetuity of God's work. The earnings generated by the principal are distributed to First Baptist Church on a quarterly and semi-annual basis. The earnings distributions received by the church can vary greatly. In addition, some donors provided stipulations on how the money should be used.

Important Information for Applicants

First Baptist Church has an elected group of members who have volunteered to serve on the *FBC Kingdom Endowment Committee (hereafter, "Committee")*. The Committee makes recommendations for dispersal of the trust earnings through the Deacons to the Church.

In determining which applications will be awarded funds, the Committee relies on the Kingdom Endowment Governing Articles, as approved by a vote of the church members. If you have not already done so, you are encouraged to read the Articles in their entirety, but with special emphasis on Article Eight, Section B, items 1-13, which enumerate specific restrictions and/or prohibitions for the use of KEF monies. You may view the Governing Articles on-line at www.fbcbrunswick.com/Media/Publications.

In addition to relying on the Governing Articles, the Committee must also consider other factors when determining whether to award funds. These factors include, but are not limited to consideration(s) of whether the: (1) total of the funds requested exceed the funds available; (2) application is fully completed and signed; (3) applicant is a prior recipient of funds and properly submitted the follow-up report and receipts; (4) application was submitted in sufficient time to allow approval of the appropriate Committee(s), the Deacons, and the Church; (5) funds are available or should have been available in the church budget. The Committee also has the discretion to approve an applicant's requested funding "in part" and to specify the activity or activities for which "in part" funding may be used.

HOW TO APPLY

Please fully complete and sign the appropriate application form. FBC Staff Members, Church Members, and Small Groups must use the form "Internal Application for Kingdom Endowment Fund Grant." Use additional pages if necessary to answer questions, and refer to the pertinent question numbers on the additional page(s). If you are requesting funds for more than one (1) project/trip/function, a separate application must be completed for each. Only one (1) application for each event/trip/function will be considered. **All applications must be original, with an original signature. Quarterly due dates for applications are March 15, June 15, September 15, or December 15.** Return the application to the church office as follows:

Attention: Chairman Of Kingdom Endowment Committee.
First Baptist Church
1311 Union Street
Brunswick, GA 31520

Internal Application for Kingdom Endowment Fund Grant

(For use by FBC Staff, Church Members, or Groups)

Please check whether this application is for:

FBC Staff Member [] FBC Church Member [] FBC Group [] **Note: All Pages of this Application Form must be completed before submitting.**

Person Completing this Application: _____ Date: _____

Mailing Address (if not staff member): _____
Street or P. O. Box _____ City/State/Zip _____

Home or Business Phone: _____ Cell Phone: _____

Email address: _____

Are you the person who will be responsible for administering the requested funds?

YES ___ NO ___ If NO, please provide the responsible person's Name and Contact information: _____

What is the amount you (or your group) are requesting: \$ _____

When will the funds be used? (Month/Year) _____

Have you attached an itemized list of how the funds will be spent? YES _____ NO _____

If NO, please prepare an itemized list of needs and estimated costs and attach to this application.

If you are requesting funds for a MISSION TRIP, please read and complete this section:

(1) Are you requesting these funds for a mission trip that has been approved by the Missions Committee and by vote of the body of FBC Brunswick? YES _____ NO _____ If YES, please do not continue (*unless you are the Team Leader*). Individuals wishing to participate in an organized mission trip should contact the Team Leader of the trip.

(2) Are you requesting these funds for a *personal, individual* missions endeavor? YES _____ NO _____ If YES, please do not continue. You must submit your request to the FBC Missions Committee using their required application process. If the Missions Committee votes to endorse you, you may then complete this application for a Kingdom Endowment Fund Grant.

If you are a STAFF MEMBER of FBC, please read and complete this section:

Are you requesting these funds as a supplement for a project/trip/function that is currently in the FBC church budget? YES _____ NO _____ If YES, how much is currently in the church budget for this project/trip/function? \$ _____

Is this project/trip/function something that is done on a periodic or recurring basis?

YES _____ NO _____ Please state why the needed funds are not currently in your departmental budget. _____

Every effort must be made to accurately reflect the true cost of ministry events through the church budget process.

Questionnaire

1. Describe your plan for using the requested funds. _____

2. Explain how your requested funds will benefit the Kingdom of God. _____

3. Will you be presenting the Gospel of Jesus Christ? Yes _____ No _____ If YES, how?

4. Are there any restrictions that would prohibit you from presenting the Gospel for this particular project/trip/function? Yes _____ No _____ (If YES, please explain)

5. Have you received funding from the Kingdom Endowment Fund for this type of project/trip/function before? Yes _____ No _____ If YES, please list the year(s) received.

6. Are you currently receiving financial assistance from any other sources of revenue to assist you with this need? Yes _____ No _____ If YES, please list the other sources and how much funding you will receive from them.

7. If this application is to assist in funding a GROUP of individuals, what is the estimated total cost per person for this trip/function/event. \$ _____ per person. Please provide a breakdown of the total "per person" costs. (i.e., airfare, meals, lodging, etc.)

8. Will each participant be contributing to the cost of the project/trip/function?

Yes _____ No _____ If YES, how much will each person contribute? \$ _____ per person

9. If you are granted the funds you request, you will be expected to get receipts to account for expenditures made during the project/trip/function. You will also be expected to complete the form “Kingdom Endowment Grant Report” and the form “Disposal of Funds.” These are available from the Financial Secretary’s Office at First Baptist Church.

Will you be able to complete the forms and return all receipts within 30 days of the completion of the project/trip/function? Yes _____ No _____ If NO, why not?

Notice from the Kingdom Endowment Fund (KEF) Committee

Thank you for your application for funds. If you have any other information that will help the KEF Committee better understand the need for your requested financial assistance, please feel free to attach it to this application. After the KEF Committee meets regarding your application, you will be notified by the Committee Chairman within seven (7) days after the KEF Committee reaches a decision.

Should your application be selected to receive funding, all funds must be used for the purpose(s) specified in this application. The KEF Committee may conduct site visits of projects at its discretion. Applicants receiving funds from the Kingdom Endowment Fund agree to return to the fund any part of the funding not spent for the stated purpose(s).

Applicants receiving on-going funds during the year from the Kingdom Endowment Fund should submit a “Kingdom Endowment Grant Report” and “Disposal of Funds” form, with receipts, by June 15th and December 15th of the year.

Applicants who receive a lump-sum gift shall submit their final report and receipts within thirty (30) days after the project ends, or after all funds have been expended, whichever comes first.

The interim and/or final reports, along with receipts for expenditures, shall be submitted to:

*Attention: Chairman Of Kingdom Endowment Fund Committee.
First Baptist Church
1311 Union Street
Brunswick, GA 31520*

To be Read and Signed by the Person Responsible for the Requested Funds:

I signify by my signature below that I am the person responsible and accountable for the funds I/we may receive from the FBC Kingdom Endowment Fund. I certify that the statements presented in this Application are true to the best of my knowledge. I also certify that the funds requested will be used for the purpose(s) stated in this Application. I agree to provide the required reports (referenced above in the Notice from the Endowment Committee) and provide copies of the receipts and/or statements to account

for the expenditures for these funds. I agree to promptly return any unused funds to the Financial Secretary at First Baptist Church, 1311 Union Street, Brunswick, GA 31520.

Signature: _____ **Date Signed:** _____

NOTICE: If this application is for a Missions Endeavor, the Missions Committee Chair must complete and sign below.

As Missions Committee Chair, I endorse this Application as being approved by the Missions Committee on *(date)* _____. The Missions Committee has allocated \$ _____ from the Missions Committee Budget for this endeavor.

Signature: _____ **Date Signed:** _____