



First Foundation
First Presbyterian Church of Birmingham
1669 West Maple Road, Birmingham, Michigan 48009
www.fpcbirmingham.org

What is First Foundation?

First Foundation is the endowment fund of First Presbyterian Church of Birmingham, MI. Established in 1981, First Foundation was established “to provide for the extension of the ministry and outreach of the First Presbyterian Church beyond its annual operating budget.”

Grants from First Foundation have supported local, national, and international mission endeavors, new ministry ventures, and continuing education for church members and staff.

First Foundation allows First Presbyterian Church of Birmingham the opportunity to engage in dynamic and innovative ministry, effective and essential mission work, and significant outreach to the local and global community.

How to Apply for a Grant

All grants to First Foundation must be reviewed and approved by one of the ministries of First Presbyterian Church. A person or organization wishing to apply for a grant should follow these steps:

1. Contact and meet with the appropriate ministry for your grant request. See page _ for a list of ministry contacts and the kinds of grant requests they typically accept.
2. Work with the ministry to develop your grant request. See the application, guidelines and priorities below.
3. The ministry will let you know if they have approved your request to be presented to First Foundation.
4. First Foundation meets quarterly and will contact you about the date of the meeting and time when your request will be reviewed. Be prepared to have a representative at that meeting to answer questions related to your grant request.
5. Approved grants which exceed \$7500 must also receive the approval of Session (the church governing board). This may delay final approval of your grant for up to one month following the approval by First Foundation.
6. Once grants have been approved, recipients will be notified by First Foundation, and funds will be made available for disbursement.

Grant Criteria

First Foundation grants are made to individuals and ministries within the church and to individuals and organizations outside of the church.

Grants originating within First Presbyterian Church of Birmingham should focus on one of the following areas:

1. Seed money for new ministry activities or pilot ventures;
2. Term-limited support for existing ministry activities that have not yet become self-supporting;

3. Education and training expense for fees, tuition, licensing costs and related out-of-pocket expenses for congregation members or staff personnel for theological, educational or training consistent with FPC mission, focus or other stated goals;
4. Activities that engage the congregation in mission work or educate the congregation about mission-related issues.

Grants originating from individuals or organizations outside of First Presbyterian Church of Birmingham (including all 501c3 non-profits, higher governing bodies of the PC(USA), other churches and organizations, and individuals who are not members, staff, or affiliates of First Presbyterian Church of Birmingham) should focus on one of the following areas:

1. Seed money for new activities or organizations;
2. Term-limited support for activities that have not yet become self-supporting;
3. Programs related to the wider church, denominational projects/programs, or outreach to marginalized populations
4. Mission opportunities within the local, national, or international community for charitable organizations.

Grant Priorities

While First Foundation will carefully consider all grants that meet the eligibility requirements, preference will be given to grants that exhibit the following:

- Urgency of need and high impact of funding on relieving a community need.
- Consistency with FPC vision statement: “As Everybody’s Church, we serve Christ by cultivating mission, inclusion, and community.”
- Relationship to Biblical values of caring for the “widow, the orphan, and the stranger.”
- Involvement with First Presbyterian Church of Birmingham members and community.
- Viability / sustainability of the grant and organization receiving grant monies.
- Support for organizations and individuals working in the following areas of focus:
 - Local, immediate, basic needs (food, clothing, shelter);
 - Education in low-income communities;
 - Women’s needs (abuse, trafficking, pregnancy, jobs, housing, etc.);
 - Support for youth in foster care;
 - Support for people with special needs
 - Social justice concerns

What We Don’t Fund

We do not fund operational expenses of the church or ongoing operations of any entity. We typically do not fund organizations with multi-million dollar operating budgets.

Grant Amounts

Most First Foundation grants, especially for first-time recipients, are under \$7500. Larger grants are exceptional and must be in line with both the grant criteria and several of the grant priorities. Multi-year grants are acceptable (i.e., \$5,000/year for 3 years). First Foundation will sometimes agree to partial funding of a larger project on the condition that the additional funding is acquired from other sources.

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## Grant Request Application

Today's Date:  
Date funding is needed:  
Amount Requested: \$  
Total Program Cost: \$  
Legal name of organization (from IRS 501(c)3 or Form 990):  
Address (principal/administrative office):  
Organization website address:  
Contact person and title:  
Phone number:  
Email address:  
Sponsoring FPC Ministry:

### Organization Description – In Brief

- Brief summary of organization's history, including year founded.
- Statement of organization's mission and goals
- Description of current programs and accomplishments
- Geographic area served by organization:
- Number of staff members. Full time: \_\_\_\_\_ Part time: \_\_\_\_\_
- Number of volunteers:
- Evaluation plan, including the criteria that will be used for judging the effectiveness of the proposed project, the expected outcome(s), and the impact of the proposed project

### Current Grant Request Description

- Project Name
- Briefly describe the specific purpose for which grant funds would be used:
- Is this project/program new, expanded or an ongoing part of organization's programming?
  - If ongoing, where has funding come from in the past?
- Statement of specific needs/problems to be addressed by this project or program
- Description of target population and benefits to target population from this specific project or program
- Number of people to be served by the project:
- Relevant qualifications and experience of the project's principal staff.
- Briefly describe the work plan, dates and timeline for this project:
- What measurable results will be achieved?
- How will this project/program be evaluated?
- If additional funds are needed, how will they be raised?
- Will the project move forward or continue without a First Foundation Grant?

### Organization Financials and support

- Current Agency Operating Budget: \$
- Operating Budget devoted to: Administration      %      Salaries      %
- Sources of operating funds (expressed as percentages of Total Operating Budget. Total should equal 100%):
- Is there a related/umbrella entity that provides ongoing funding to the organization? Yes \_\_\_\_ No \_\_\_\_  
If yes, please name:
- Does the organization have an endowment fund? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what is the current value of that fund?
- List any support received from other 501( c )(3) organization in the past 3 years (for example United Way, foundations, etc). List organization as well as the dollar amount.
- If you have received support from First Foundation in the past 5 years, please list year, project name and amount of grant:
- Briefly describe how funds from your **last** First Foundation grant were used.

**Documents and Attachments**

- Board of Directors list
- Budget for this specific project or program (listing income and expenses)
- Previous year’s Income Statement
- Previous year’s Balance Statement
- Budget for current fiscal year
- 501(c)(3) Tax ID letter

Please submit a completed copy of this application form and supporting documents to:

First Foundation—Attention Grants Committee  
 First Presbyterian Church of Birmingham  
 1669 West Maple Road, Birmingham, MI 48009

Also, send a completed application via email: [Firstfoundationgrants@fpcbirmingham.org](mailto:Firstfoundationgrants@fpcbirmingham.org).