



Application Process: JAS Agency Support January, 2008

Adopted by JAS Committee and Congregational Council

Vision

The Agency Grant Program is an opportunity for Community Mennonite Church of Lancaster to partner financially with agencies involved in peace and justice ministries where our members/attendees are actively involved. In this way we extend our mission to be "responsive to human need with justice and compassion". Grant monies are allocated by the Justice and Spirituality Committee.

Process

1. CMCL members and attendees will be given opportunity every two years to nominate agencies to receive financial assistance through our agency grant program. Nominations forms will be distributed in February to church mailboxes along with a copy of CMCL's vision prayer.
2. JAS Committee will review nominations in March and mail introduction letters and application forms to nominated agencies that meet the criteria.
3. JAS Committee will review all information received from agencies in May and award grants to agencies that most clearly meet the criteria. Number of grants awarded will depend on amount of money budgeted for agency grants. Award and regret letters will be mailed in May after grant decisions are finalized. The JAS Committee will report to the congregation the names of agencies receiving grants, the amounts awarded and project descriptions.
4. The church office will be responsible for disbursing checks and cover letters throughout the church calendar year.
5. Agencies may be asked to speak at CMCL during "Making Connections".
6. JAS Committee is proposing one line item total in the budget for Agency Support rather than listing specific agencies, since the list will change every 2 years. Agency support is currently 3% of total church budget and this percentage will be maintained as the church budget increases. \$2,500 of Agency Support will be reserved for Samaritan Grant, Community Outreach Grant, Dinner Out, First Reformed Breakfast and Jubilee Fund or these special projects may be moved to a different category in the budget.

Criteria

1. CMCL member/attendee making the nomination must be actively involved as a volunteer, staff member or board member and/or willing to act as a contact person for the agency. In agencies where there is no contact person from CMCL, we encourage individuals to contribute privately and/or become actively involved.
2. Contact person must complete a nomination form by March 15 describing the purpose of the agency, their involvement with the agency, explain why CMCL should support the agency and describe how the work of the agency is consistent with CMCL's vision prayer.
3. Agencies must return application forms by May 15 with the following attached: proof of 501 (c)(3) status (if applicable), a copy of the financial report, board of directors list, organizational chart, mission statement and brochure. Applicants may request up to \$1000/year for two consecutive years.
4. Priority will be given, at the committee's discretion, to agencies where human needs are being met with justice and compassion

Attachments:

Nomination Form
CMCL Vision Prayer
Introduction Letter
Application Form
Award Letter
Regrets Letter