



330 South May Street ♦ Southern Pines, NC 28387 ♦ p: 910.692.6252
www.brownsonchurch.org

Local Outreach: Guidelines for Resource Requests

Priorities and Guidelines for Outreach Requests:

The Local Outreach Ministry Team allocates funds given by congregation to ministries outside of our Church community whose objectives are consistent with our Church's benevolent objectives...Brownson's "Partners in Mission". It also assists in identifying volunteer opportunities for Brownson members with our Partners in Mission. Outreach actively encourages and pursues member involvement in these opportunities. Ministry Teams may work well in this area.

Priority is given to programs where members of Brownson Memorial Presbyterian Church have demonstrated significant interest and involvement through volunteer hours, financial support or in other ways.

Priorities for Support (financial, human, and facilities resources):

- Partners with Christian purposes and outreach
- Partners affording Christian witness to God's love and grace through their programs
- Partners who are supported by and are a priority of the members of Brownson
- Partners whose programs leverage resources to reach/impact optimum number of people
- Presbyterian endorsed partners
- Partners with programs impacting children and youth

The Process the Outreach Ministry Team utilizes for Requests:

- Requests for support of local outreach ministries should be filed with the Outreach Ministry Team for consideration. Requests may also be initiated from within the Outreach Ministry Team.
- All requests are to be made in writing. The primary vehicle to support requests is the "Partner in Mission" Request & Profile Form.
- Requests for funding will be reviewed by the Local Outreach Ministry Team using the "Brownson Outreach Priorities for Support" (see above) as the first step in qualification. If the Request/Partner meets the "Priorities", an assigned Local Outreach Ministry Team member(s) will review further documentation.
- The assigned Local Outreach Ministry Team Member(s) will review the request and make recommendations to the full Outreach Committee. The Outreach Ministry Team will weigh the merits of each request and recommend allocation of resources (financial, human, facilities) for final approval.

- Requests may be further supported appearances before the Outreach Ministry Team by anyone advocating for funding.
- The “Partner in Mission” Request & Profile Form with supporting information should be attached to the request which includes the following:
 1. The Organization name, address, point of contact
 2. The names of Brownson members supporting the request
 3. A description of how the funds/resources will be used (up to one page)
 4. A copy of the ministry’s mission statement
 5. The “reach” or number of people served/affected by the project
 6. Copies of the proposed recipient’s annual budget and most recent financial statement
 7. A copy of the proposed recipient’s U.S. 501©(3) IRS determination letter
 8. A listing of the ministry’s other funding sources
 9. Results of Brownson’s funding must be provided to the Outreach Ministry Team within a reasonable time period to be considered for future funding.

Note: If any of the above is not available, please provide and explanation as to why

- If funding is available, miscellaneous requests can be reviewed at any time for consideration during year
- For a request to be considered for budget planning and funding, requests must be received by June 1
- Handling of immediate/urgent Outreach requests (needing approval prior to the next Ministry Team meeting) by the Outreach Chairperson may be done if less than \$1000.00 with the approval of a quorum of Outreach members. The approved request must be reviewed at the next full Outreach meeting.

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“Partner in Mission” Resource Request & Profile Form

Purpose: To supply to the Local Outreach Ministry Team the information to review the requested support of Brownson resources (financial, human, and facilities). The information will be use to provide the Outreach Ministry Team the ability to approve or deny each request

Instructions:

- Fill in supporting information as completely as possible. Fields with * are required for One-Time Requests and New Partners. Questions requiring additional space to answer can be attached to the form
- Requests from existing Partners only need to provide the Partner name and detailed information about the latest request and indicate what information is already on file
- Copy of completed forms will be kept on file at Brownson Church
- To be considered for funding, forms must be **completed annually and returned by June 1 to for payment the following year**
- Completed forms and documentation should be sent to the following:

Brownson Memorial Presbyterian Church

330 South May Street

Southern Pines, NC 28387

Attn: Local Outreach Ministry Team

Date: _____

Submitted by: _____

*Required fields

A. FORM TYPE:

_____ New Partner Request

_____ Existing Partner Request

B. IDENTIFICATION

Brownson Acct. No. 700XXX (if any) _____

1. *Name of Partner Organization _____

*Address _____

Phone _____ Fax _____

Website _____

2. *Name of Principal Contact Person _____

*Phone (work) _____ other _____

*Email Address _____

3. Copy of Partner's US 501(c)(3) IRS determination letter. If none, explain in comments.

Attached: Yes _____ No _____

4. Copy of Partner's 990 Form, Return of Organization's Exempt fro Income tax

5. *Sponsor(s) of this Request/Partner Project: List Brownson member name(s), churches, ecumenical agencies, etc.

Current Brownson Volunteers (number of/ names) _____

*Organization is:

Presbyterian _____ Interfaith _____

Ecumenical _____ Secular _____

C. DESCRIPTION OF PARTNER

1. *What is the purpose of this request

a. What has been accomplished? _____

b. Mission Statement of Partner (Attach)

2. What area is served? (Geographic)

3. What is the number of people served/affected by the Request/Project?

Elderly _____ Adolescents _____

Adults _____ Children _____

Additional Comments: _____

4. Is there a specific project for which you are requesting funding? _____

5. Please describe volunteer opportunities for Brownson members with this Request/Partner.

6. *Is the project on going or one-time? _____

D. FUNDING REQUEST DESCRIPTION

1. *Past Brownson Church funding? (Years and Amounts)

Year _____ Amount \$ _____ Project _____

Year _____ Amount \$ _____ Project _____

2. *Amount of funds requested in this packet? _____

3. Up to one page description of how the funds will be used

Attached: Yes _____ No _____

If No, Described in comments section below

4. Copy of Partner's annual budget and most recent financial statement. If none, explain in comments

Attached: Yes _____ No _____

5. A listing of Partner's other funding sources (please attach)

6. Preferred payment schedule

_____ One-time payment _____ Semi-annual _____ Quarterly

E. NON FUNDING REQUESTS DESCRIPTION

1. *(Check) Facilities Usage _____ Volunteers _____ Other _____

2. *Attach detailed Description of Request (facilities, dates & times, purpose, # of people involved, other numbers, etc.)

F. COMMENTS OR FOLLOW-UP NOTES ON REQUEST/PARTNERS

1. Comments:

2. Follow-up Notes:
