



Please create the proposal in such a way that it is specific in *ministry* and not necessarily personnel. If the grant is written for the ministry itself, funding does not rely on a specific person being involved.

1. Complete the **Directory of Grant Personnel** (see separate document) with the following:
  - a. Name for the grant that is descriptive of its purpose
  - b. Requested monetary amount of the grant
  - c. Name, address, phone number and e-mail of the person or group submitting the grant
  - d. The name and contact information of the Grant Administrator (this must be a person or organization that is stateside)
  - e. The name and contact information of the agency to whom funds will be sent

\* Remember that the VP of Gospel Outreach will obtain appropriate signature approval as long as the proposal is received by **November 15**. \*
2. The detailed information paper about the ministry should be no more than five (5) pages. Include details such as the names and comments of persons having special knowledge of the ministry and descriptive information about the grant. The information might include the following:
  - a. Cost of land, facilities, construction, equipment, etc;
  - b. Amount of salaries, scholarships, etc;
  - c. Total amount and source of remaining funds if funding is partial;
  - d. Organization or person responsible for implementing the project, administering funds;
  - e. Organization or person responsible for continued maintenance and support.
3. One (1) to four (4) photographs may be included and are helpful to visualize the project.

Prepare short descriptive captions for each photograph and include with the pictures when submitting the proposal. Please also submit a signed **Media Release** (see separate document) with the proposal.