



**General Overview
and
Ministry Leadership Development
Grant Application Guidelines**

(For credentialed Foursquare ministry leaders only)

January 1, 2012

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GENERAL OVERVIEW

THE OUTCOMES WE SEEK

The Foursquare Foundation was created for a single **PURPOSE**: To accelerate world-wide, interdenominational evangelism. It is the **MISSION** of the Foursquare Foundation to invest in leaders who transform people, cities, and nations through the power of the Holy Spirit. It is our **VISION** to resource fruitful evangelism, which reaches and discipless people in all regions of the world to be followers of Jesus Christ.

The Foursquare Foundation's approach to fulfilling this mission is to invest in proven evangelistic leaders by providing an '**AFTERBURNER**' to existing ministry efforts. An important theme for the Foursquare Foundation is increasing the leadership capacity of the evangelistic community and nurturing the spiritual growth of new believers to produce a greater reach and increase of the Kingdom.

KEY FUNDING CONSIDERATIONS

The following are the key decision criteria for all Foursquare Foundation grants:

Project Leader Experience

Whether applying for an Evangelism Grant, or a Ministry Leadership Development Grant (MLD), the Foursquare Foundation believes that accelerating proven leadership is an essential component to fulfilling the call to reach the lost with the Gospel. An ideal Project Leader will have a fruitful track record in intentionally making disciples and training leaders to do the same.

Project Outcomes / Results

For the Evangelism Grants, how many new believers will become true disciples? For the MLD grants, how many new leaders will be deployed into "disciple-making" ministry? The focus of the Foursquare Foundation is to invest in evangelism. Foursquare Foundation grants should be viewed as an '**AFTERBURNER**' to existing evangelism efforts, providing the additional resources to extend the harvest further.

Follow-up and Discipleship

The specific focus of the Foursquare Foundation is to accelerate the number of decisions made to be followers of Jesus Christ resulting in a commitment to discipleship. Therefore, whether you are leading a brand new believer into taking the steps of a disciple, or training others to do the same, the Foursquare Foundation considers either to be vital unto the fulfillment of the Great Commission.

Emerging Leader Mentoring

The Foursquare Foundation believes that each evangelism or ministry leadership development project with which it partners is an opportunity to develop emerging leaders who will become fruitful leaders who multiply project outcomes / results. The Foursquare Foundation believes that multiplication of healthy leaders is the key to accelerating the evangelism results. Make sure to identify by name emerging leaders that the Project Leader will personally mentor and develop, and the plan to deploy them into the harvest.

Support and Accountability Team

All Foursquare Foundation grants must have a specific Accountability Team to support the Project Leader and hold the designated Project Leader accountable to the project's mission. It is important that the Project Leader receives support and accountability in the areas of finance, operations, and spiritual / personal covering. Healthy leaders will reproduce healthy leaders.

Financial Sustainability

The purpose of the Foursquare Foundation is to accelerate proven leaders who will continue to advance their ministry efforts after the Foundation funding partnership has ended. The Foundation requests each project to plan ahead for the future regarding how they will financially sustain the project after the Foundation partnership has ended.

ANNUAL SCHEDULE FOR GRANT APPLICATION

The Foursquare Foundation Grant Application is available online at www.foursquarefoundation.net during two annual grant cycles:

Grant Cycle 1 (January 1 - February 15)

January 1	Grant Application is available via www.foursquarefoundation.net through an online registration process
February 15	(11:59PM, Pacific Time) - Deadline for online grant submission
March*	Grant applications are scored and finalists are determined; preliminary declinations notices are sent
April*	Finalists are presented to the Foursquare Foundation Board of Directors and grant award decisions are made; final declination notices are sent
June / July*	first distributions available to awarded grants

* *Approximate date*

Grant Cycle 2 (July 1 - August 15)

July 1	Grant Application is available via www.foursquarefoundation.net through an online registration process
August 15	(11:59PM, Pacific Time) - Deadline for online grant submission
Sept*	Grant applications are scored and finalists are determined; preliminary declinations notices are sent
Oct*	Finalists are presented to the Foursquare Foundation Board of Directors and grant award decisions are made; final declinations notices are sent

Dec / Jan* first distributions available to awarded grants

* Approximate date

GRANT SPECIFICS

Project Funding Term

The grant funding term will not exceed one year. The table below shows how all grant funding is disbursed over the course of the year in which it is funded.

Quarter	% Disbursement
Quarter #1	15%
Quarter #2	25%
Quarter #3	25%
Quarter #4	25%
Final Disbursement upon receipt of the Final Report at the end of Quarter #4	10%

Grant Request Amount

- Evangelism grants will range between \$10,000 and \$100,000
- Ministry Leadership Development grants will range between \$10,000 and \$40,000

Matching Funds

Matching Funds are an essential component in establishing a funding partnership where the partners (the Foursquare Foundation and the Project Leader) are equally providing funds toward the project. The Foursquare Foundation awards grants for Evangelism up to \$100,000 USD, and for MLD up to \$40,000 USD, representing no more than 50% of the overall Total Project Cost. For every dollar the Project Leader provides towards the project budget, the Foursquare Foundation will match that same amount up to the maximum indicated in the section above.

It is the expectation of the Foundation that 100% of matching funds be held in cash. However, in situations where this is not possible, please use the table below when planning your budget:

Matching Funds Guideline Percentages

Cash (USD)	At least 60% (no less than 60% of matching funds must be held in cash)
Goods-in-kind – non-monetary goods donated toward the project that you would have to otherwise purchase. <i>For example: food, Bibles, tracts, curriculum, etc.</i>	Up to 30% (no more than 30% of matching funds are allowed as “Goods-in-kind”)
Professional Project Labor - non-monetary professional service donated toward the project that you would have to otherwise pay cash for hire. <i>For example: a professional plumber or electrician, a professional sound technician, a professional IT (Information and Technology) expert, etc.</i>	Up to 10% (no more than 10% of matching funds are allowed as Professional Project Labor)

Project Budget

Each project is required on the application to complete a Project Budget. The Project Budget should include all expenses necessary to complete the project goals. The Project Budget has four itemized sections: Project Expenses, General Administrative Costs, Project Labor Costs, and Travel Expenses. These four sections should equal the Total Project Cost.

GRANT ALLOCATION

The Foursquare Foundation is awarding grants to the Foursquare family and interdenominational ministries on a worldwide basis. Approximately 60% of the grants will be awarded to Foursquare international projects, 30% of the grants will be awarded to Foursquare projects within the United States, and 10% will be awarded to interdenominational ministries around the world.

WHAT WE DO NOT FUND

The following expenditures will NOT be eligible for funding:

General Staff Salaries

Referring to salaries that would be considered expenses of the ministry’s annual operating budget. However, labor costs directly associated with the operation of the proposed project will be considered for funding and should be listed in the Project Labor Costs Detail section of the Project Budget on the application.

General Operations

Referring to the ministry’s overhead and general operating budget

Deficit Operational Funding

Referring to funds that would in any way contribute toward the support of general operations that are currently in deficit

Emergency funds

Referring to funds for a ministry that would be intended for any fiscal emergency

Emergency relief

Referring to any disaster relief efforts not associated with evangelism and soul winning.

However, projects that have an evangelistic strategy in the wake of any disaster will be considered for funding

***Building Projects**

Referring to the constructions of any building

***Land Development**

Referring to building additions or modifications on new or existing properties

***Land Aquisition**

Referring to any real estate acquisition

Endowment Funds

Referring to funds donated to an institution, individual, or group as a source of income

Discriminatory Activities

Referring to any activity that would discriminate against age, race, socioeconomic status, or gender

Guest Speaker Honorariums

Referring to any honorarium / love offering / funds / gifts to any guest speaker

Political Activities

Referring to activities that support the promulgation of political agendas

Out-of-Country Travel

Referring to any travel to a project location outside of the country from which your ministry is based. *For example: The international travel costs for a United States-based ministry team to any nation outside of the U. S. would not be eligible for funding.*

***NOTE:** *Building Projects, land acquisition, and facility rental may be requested for projects outside the United States, but the building/ land purchase/ facility rental costs may not exceed more than 50% of the Total Project Cost. US projects may request funding for facility rental on a case by case basis.*

DECLARATION OF FAITH AND CORE VALUES

While the majority of all grant recipients will be affiliated with The Foursquare Church in some way, the Foursquare Foundation will consider funding any effective evangelism project, anywhere in the world, provided it is consistent with “The Foursquare Declaration of Faith and Core Values.” To review the complete Foursquare Declaration of Faith, visit www.foursquare.org/about/what_we_believe/salvation.

OTHER QUESTIONS

For additional questions relating to the Foursquare Foundation, please see the “FAQ” section via the website at www.foursquarefoundation.net/faqs/.

MINISTRY LEADERSHIP DEVELOPMENT (MLD) GRANT APPLICATION GUIDELINES

Grant requests are received through www.foursquarefoundation.net only. To fill out a grant application, visit the website between January 1 and February 15 for Grant Cycle 1, or between July 1 and August 15 for Grant Cycle 2.

BEFORE YOU BEGIN

Foursquare Foundation recommends all project leaders complete their own application. If the project leader requests someone else to apply on their behalf, it is the responsibility of the project leader to confirm all information provided is true and accurate before submitting the application.

REGISTRATION

In order to access the grant application, the applicant must “Register” for a Grant ID. To register, visit the website on or after the Grant Cycle start date and click “Apply Now”. After submitting your registration, you will receive an auto-response by email containing your Grant ID, which will allow you to access your grant application on our website. The Grant ID is used to identify each project requesting funding from the Foursquare Foundation. The Grant ID should be referenced in *all* communications with the Foursquare Foundation concerning the Grant Application. After the Grant ID is generated, you will receive an e-mail that indicates the Grant ID for your records to use during the Grant Cycle. The Grant ID is case sensitive and must be typed exactly as it appears in the email. It is recommended that you cut / paste the Grant ID into the application access point on the website to avoid errors.

MINISTRY LEADERSHIP DEVELOPMENT APPLICATION INSTRUCTIONS

Please use the information below as a guide for completing the Grant Application. Be concise, detailed, and specific according to the guidelines, keeping in mind more opportunity is given to share in greater detail in the future, should the application move to the second phase of the grant process.

[PAGE 1 OF APPLICATION]

SECTION 1: PROJECT INFORMATION

PROJECT LEADER INFORMATION

Project Leader Name

The person responsible for the project and accountable for project outcomes

Project Leader Title

Title of the Project Leader (e.g. Senior Pastor, President, Director, East Africa Regional Coordinator, etc.)

Project Leader Telephone Number

Telephone number of the Project Leader

Project Leader Cellular Telephone Number

Cellular telephone number of the Project Leader

Project Leader International Telephone Number

International telephone number for the Project Leader conducting ministry outside of the United States (please include country code)

Project Leader Fax Number

Fax number of the Project Leader

Project Leader Email Address

Email of the Project Leader

Project Leader Mailing Address

The mailing address of the Project Leader

Project Leader City

The city of the Project Leader

Project Leader State

The state of the Project Leader

Project Leader Zip Code

The zip code of the Project Leader

Project Leader Country

The country of the Project Leader

MONTHLY COMMUNICATIONS

Monthly Communications with the Grant Coordinator

The Foursquare Foundation values partnership with the Project Leader. As a component of this partnership, the Foundation establishes monthly communications with the Project Leader. These communications allow for the Project Leader to update the Foundation on the progress of the project goals. The Foundation considers the monthly communication a vital responsibility in the relationship between the Project Leader and the Grant Coordinator.

Checking the box signifies that the Project Leader is willing to commit to participating in communication with the Grant Coordinator, and is willing to provide ongoing updates on the goals stated in the application.

PROJECT LEADER DENOMINATION AFFILIATION

[PAGE 2 OF APPLICATION]

Please select one category from the following:

Category	Description
1	Project Leader is a credentialed (e.g. Licensed or Ordained) Foursquare leader whose project directly partners with a Foursquare Church.
2	Project Leader is a credentialed Foursquare leader whose project does not directly partner with a Foursquare church.

Note: If you have any questions regarding the above categories, please do not hesitate to call the Foursquare Foundation office toll-free at (888) 635-4234 ext.4512 or (213) 989-4512.

PROJECT LEADER HOME CHURCH INFORMATION

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Home Church Name

The official name of the home church attended by the Project Leader

Church Denomination

The denomination of the home church attended by the Project Leader

Senior Pastor

Senior Pastor of the home church attended by the Project Leader

Senior Pastor Phone Number

The phone number of the senior pastor of the home church attended by the Project Leader

Senior Pastor Email

The personal email of the senior pastor of the home church attended by the Project Leader

Home Church Address

The mailing address of the home church attended by the Project Leader

Home Church City

The city of the home church attended by the Project Leader

Home Church State

The state of the home church attended by the Project Leader

Home Church Zip Code

The zip code of the home church attended by the Project Leader

Home Church Country

The country of the home church attended by the Project Leader

PROJECT LEADER MINISTRY LEADERSHIP DEVELOPMENT EXPERIENCE

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Ministry HISTORY

The Project Leader is asked to give a **history of his/her past evangelism ministry involvement** to date. This history provides a context in which the Foundation can understand the experience, education, and training of the Project Leader. When describing your ministry history, please include:

1. Number of years in ministry as a ministry leader.
 - For example: Pastor John has been the senior pastor of Bible Foursquare Church for 14 years and before that was the youth pastor for 6 years.

2. Number of years leading a project similar to the current application.

- *For example: Pastor John has been leading summer outreaches similar to the outreach proposed in the project for the past 9 years.*

3. Level of formal and ministerial education.

- *For example: Pastor John graduated from Bible college in 1989 and from seminary in 1995.*

How many ministry leaders have been trained, equipped, and released through your ministry in the past 5 years?

This number represents ministry leaders who have been trained, equipped, and released over the last five years under the direct leadership of the project leader.

Note: This number should be from ministries that Project Leader has **directly** overseen, NOT ministries that the Project Leader has simply been involved with.

PROJECT LEADER REFERENCES

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Project Leader References

This is a person who can verify the history, current involvement, and ability of the Project Leader to achieve the stated goals. The individuals listed in the application will agree to be available for contact as a Project Leader Reference.

Note: Please do not include family members or people accountable under the Project Leader. For example: children, spouses, employees, or members of your church. Also, do not include anyone listed as an Emerging Leader in the application.

SPONSORING ORGANIZATION INFORMATION

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Sponsoring Organization Name

The Sponsoring Organization is the organization whose operating financials will substantiate the ministry. The Sponsoring Organization can be a Foursquare Church, other church, or an independent organization. All grants must be processed through a registered Non-Profit, 501 (c)(3) organization, NGO (Non-Governmental Organization), or a ministry recognized by The Foursquare Church. If awarded, all grant disbursements will be made through the Sponsoring Organization.

Sponsoring Organization Address

The mailing address (please no PO Box addresses) of the Sponsoring Organization where all correspondence from the Foursquare Foundation will be received

Sponsoring Organization City

The city in which the Sponsoring Organization is located

Sponsoring Organization State

The state in which the Sponsoring Organization is located

Sponsoring Organization Zip

The zip code in which the Sponsoring Organization is located

Sponsoring Organization Country

The country in which the Sponsoring Organization is located

Sponsoring Organization Web Site

The web site of the Sponsoring Organization of the Project

Sponsoring Organization Denominational Affiliation

The Sponsoring Organization’s denominational affiliation

PROJECT NAME

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Provide a concise and descriptive name of the project (e.g., Nairobi Church Plant, Jesus, Lord of Peru, Spirit of Aloha Outreaches)

PROJECT LOCATION

Please identify the region and the country in which the project will take place.

Project Region

Region in which the ministry will take place

Please select from the following list of regions:

USA	West Africa
Canada, Mexico, & Caribbean	South Africa
Central America	South Asia
South America	Southeast Asia
Europe	North Asia
Middle East	South Pacific
East Africa	

Project Country

Country in which the ministry will take place

For example:

A ministry team is church planting in Brazil

Project Region: South America

Project Country: Brazil

PROJECT TYPE

Please select from the following project types. This selection should be based on the project's outcome / results within the calendar year funded.

Ministry Leadership Development

This is a ministry leadership development grant. Categories of different kinds of MLD projects will be added as the Foursquare Foundation continues to gather data regarding project type.

SECTION 2: PROJECT PLAN OF ACTION

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PROJECT PLAN OF ACTION

Focus the PROJECT PLAN OF ACTION on the plans for **ministry leadership development**. Describe the specific project, a specific time frame, and an anticipated outcome. Specific details (*what* is going to be done and *how* it is going to be done) are essential. The description should be focused on the actual project actions, **not general ministry philosophy**.

For example: *“Our project plans are to plant 6 new Foursquare Churches. To do this we plan to mentor, train, and equip six church planting teams for one year. In turn each team will develop monthly community outreaches where new believers are invited to join a discipleship group as part of the church plant.”*

PROJECT ACCELERATION

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Foursquare Foundation grants should be viewed as an 'AFTERBURNER' to existing evangelism efforts, providing the additional resources to extend the harvest further. Knowing the fruit of your ministry last year, focus the PROJECT ACCELERATION response on how the Foundation funds will accelerate and multiply existing evangelism efforts and results. The description of Acceleration answers the question: “Due to Foundation funding, how much more work could be done and how many more souls could be saved in addition to our ministry results from last year?”

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EMERGING LEADER MENTORING

Emerging Leader Mentoring Plan of Action

An Emerging Leader is someone who is identified and observed as gifted, called to evangelism, and will be directly discipled and trained by the Project Leader. Each should be intentionally trained with the goal of multiplying ministry fruitfulness and release into a leadership capacity. Describe the **specific method** the Project Leader will use to disciple and train each Emerging Leader including:

1. Frequency of interaction between the Project Leader and Emerging Leader (e.g. daily, weekly, monthly)
2. Ministry training and equipping of the Emerging Leader **with the Project Leader** (e.g. seminars, curriculum, training materials)
3. Ministry participation of the Emerging Leader **with the Project Leader** (e.g. preaching, teaching, follow-up with new believers under the observation of the Project Leader)
4. Relational mentoring of the Emerging Leader **by the Project Leader** (occurring between the Project Leader and the Emerging Leader through regular spiritual input, personal counsel, and assessment)
5. Plan for the release of the Emerging Leader into ministry **after the project term** (e.g. Emerging leader pioneers church planting, Emerging Leader leads a crusade, Emerging Leader oversees new radio program)

As we understand the process could take several years, their development should not be the focus of the project itself, but should be the result of direct and intentional interaction with the

Project Leader and involvement with the project. It is the heart of the Foundation that Project Leaders who are gifted and called evangelists begin to train, lead, and release the next generation into ministry.

Note: *Emerging Leaders MAY NOT be Accountability Team members or Project Leader References.*

Emerging Leader Check Box

The check box on the application indicates that the Emerging Leader has:

1. agreed to and understands the plan indicated on the application
2. been identified and observed as gifted, called to evangelism, and will be directly disciplined and trained by the project leader

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PROJECT LEADER HISTORY OF MENTORING EMERGING LEADERS

Project Leader HISTORY of Mentoring Emerging Leaders

The Foursquare Foundation believes in supporting proven leadership. The Project Leader's history in the area of Leadership Development provides a context for the current project's Leadership Development Plan. Describing the general methods used in the area of leadership development demonstrates the potential for success of this project. The history should include the following:

1. Frequency of **past** interaction between the Project Leader and Emerging Leaders (e.g. daily, weekly, monthly)
2. **Past** ministry training and equipping of Emerging Leaders **with the Project Leader** (e.g. seminars, curriculum, training materials)
3. **Past** ministry participation of Emerging Leaders **with the Project Leader** (e.g. preaching, teaching, follow-up with new believers)
4. **Past** relational mentoring of Emerging Leaders **by the Project Leader** (e.g. spiritual input, personal counsel, assessment)
5. **Past** release of Emerging Leaders into ministry **without the Project Leader** (e.g. pioneer church planting, leading crusades, new radio program)

Number of Emerging Leaders Mentored Last Year

Please give an approximate number of emerging leaders previously mentored, trained, equipped, and released into ministry through your project/ministry over the past Five Years.

SECTION 3: MINISTRY LEADERSHIP DEVELOPMENT OUTCOMES AND RESULTS

It is important that the Foundation funds leaders and strategies that have a fruitful history of soul-winning. If the project is selected for funding, a monthly report documenting the number of leaders being trained for evangelism and people making decisions for Christ will be required.

EXAMPLE: Below is an example of Pastor John's project to help you determine outcomes and results.

Grant Application Question	Example of John's Project	Leaders John Recorded
<p>Last year:</p> <p><u>How many emerging leaders have you mentored in the last year?</u>- This should be the total number of leaders identified and observed as gifted for ministry, called to evangelism, and directly disciplined and trained by the Project Leader through your project/ministry last year .</p> <p><u>How many other ministry leaders have you trained, equipped, and released in the last year?</u>- This should include all ministry leaders (excluding Emerging Leaders identified above) who have participated in leadership development training as a part of your project/ministry last year.</p>	<p>Pastor John, personally, mentored 3 emerging leaders weekly, last year.</p> <p>Last year, Pastor John trained, equipped, and released 70 leaders through his annual, weekly program.</p>	<p>3</p> <p>70</p>
<p>This year with a grant partnership:</p> <p><u>Without partnering with the Foursquare Foundation, approximately, how many ministry leaders will be trained during this project?</u></p> <p><u>Partnering with the Foursquare Foundation, approximately how many ADDITIONAL ministry leaders will be trained during this project term, based on previous experience?</u></p>	<p>Without the grant funding, 73 leaders will be trained</p> <p>With grant funding, 60 additional leaders will be trained</p>	<p>73</p> <p>60</p>
<p>Total Expected Leaders Development for Project Term</p>		<p>133</p>
<p><u>Of these leaders, approximately how many will:</u></p> <p><u>Actively apply their training during the project term:</u></p> <p><u>Receive credentialing during the project term:</u></p> <p><u>Actively train other leaders:</u></p> <p><u>Be released and activated into next level of ministry:</u></p>		<p>133</p> <p>35</p> <p>15</p> <p>100</p>

Grant Application Question	Example of John's Project
<p><u>Will there be an evangelism component or direct evangelism as part of this ministry leadership development plan? YES / NO</u></p> <p>If YES, please provide a description of the method that will be used for direct evangelism for the project.</p>	<p>YES.</p> <p><i>Last year, each participant was responsible to conduct one neighborhood outreach. Our method is to help each leader plan and execute their particular outreach plan as part of their training.</i></p>
<p><u>Will the project leader do evangelism outreach with the new leaders being developed during the project term? YES / NO</u></p>	<p>YES</p>
<p><u>Number of New Believers Recorded Last Year</u></p>	<p>75</p>
<p><u>Of these New Believers, approximately how many will enter a discipleship program?</u></p>	<p>150</p>
<p><u>Will there be cell/ home/small groups formed through this evangelism component of your Ministry Leadership Development plan? YES / NO -</u> Along with intentional discipleship, the Foursquare Church and Foursquare Foundation believe in the importance of connecting new believers to relationships within a local church body.</p>	<p>YES</p>
<p><u>Will there be churches planted through this evangelism component of your Ministry Leadership Development plan? YES / NO? -</u> Church planting remains a core value of the Foursquare Church and Foursquare Foundation.</p>	<p>YES</p>

SECTION 4: SUPPORT TEAM AND FINANCIAL PARTNERS

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SUPPORT AND ACCOUNTABILITY

Support and Accountability Plan of Action

The Project Leader should specifically identify a team member to provide **financial accountability**, another to provide **spiritual/personal accountability**, and a third to provide

operational accountability. For each Accountability Team member, the Project Leader should provide:

1. A schedule of communication (e.g. daily, weekly, monthly, etc.)
2. Type of communication (e.g. phone, email, face to face)
3. Brief history of the relationship between the Project Leader and the Accountability Team member

For US Foursquare projects doing ministry within the US, it is recommended that the Accountability Team include the US Regional Supervisor, District Supervisor, Divisional Superintendent, or Senior Pastor of the Project Leader.

For US Foursquare projects doing ministry overseas, it is recommended that the Accountability Team include the Foursquare Missions International Representative, US District Supervisor, and Senior Pastor of the Project Leader.

For International Foursquare projects, it is recommended that the Accountability Team include at least one of the following: your national leader, at least one National Church Council Member, the Senior Pastor of the Project Leader (if applicable), or a the Foursquare Missions International Area Missionary that applies to your region within the FMI structure.

Accountability Team Check Box

The check box on the application indicates whether or not the Accountability Team Member has agreed to the plan indicated on the application. Accountability Team Member / Project Leader agreement ensures that all necessary communication has been established **before** the application has been submitted.

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PROJECT LEADER HISTORY OF RECEIVING SUPPORT AND ACCOUNTABILITY

The Project Leader's history in the area of receiving support and accountability provides a context for the current project's Accountability Plan. Describing the general methods used in the area of accountability demonstrates the potential for success of this project.

In the past, in what way and how often have you received accountability in each of the following areas:

1. **Financial** support and accountability
2. **Spiritual/personal** support and accountability
3. **Operational** support and accountability

PROJECT COST

The **minimum grant request** is \$10,000, with a **maximum grant request** of \$40,000; however, the Project Cost may extend to whatever amount necessary to complete the project. The Project Cost should be represented on the Project Budget Detail section of the application.

PROJECT BUDGET INTRODUCTION

The Project Budget Detail section is divided into 4 categories:

1. Project General Expense Detail
2. Project Labor Expense Detail
3. Project Administrative Expense Detail
4. Project Travel Expenses Detail

Please refer to the examples listed below to consider in which category a given expense should be listed. The totals from each category will be auto-filled into the Budget Summary section of the application. Please consult www.xe.com for your currency exchange rate when converting from your local currency to \$USD dollars when presenting your budget. **Please be prepared to provide formal retail quotes for all expenses and any equipment (purchased/rented).**

PROJECT BUDGET

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Project General Expense Detail

The itemized expenses directly related to the completion of the project's mission, not including Project Labor Costs, General Administrative Costs, or Travel Expenses. Each item line must include the funding requested of the Foursquare Foundation as well as the matching funds needed to cover the total cost of the item line. The total will auto-fill in the "Budget Summary."

FOUNDATION FUNDING			MATCHING FUNDS					TOTALS
Item	Description	Grant Funding	Ministry Funding	Form of Matching Funds	Name of source / Organization	Description of Matching Funds	Date Expected	
Advertising	500 flyers @ \$0.05 each, 200 posters @ \$2 each, 500 postcards/invitations \$0.10 each	\$272	\$272	Cash	Alpha Foursquare Church	Partnering church	ON HAND	\$544
Church Planting Leadership Training Packet (materials)	Church Planting (30 manuals @ \$3 each and 30 workbooks @ \$3 each) Discipleship Workbooks and teacher guides (500/10 @ \$4.50 each	\$1,290	\$1,290	Cash	Sponsoring Church Organization	Offering from local church	7/11/11	\$2,580
Community giveaway	Back to school backpacks for children with notebooks, pencils (500@ \$20 each)	\$500	\$500	Cash	North Valley District	Partnership with District	11/01/11	\$1,000
Venue Equipment Rental	Sound, lighting, multimedia rental for 2 nights	\$950	\$950	Cash	The City of Georgetown	City donation	11/01/11	\$1,900
TOTALS		\$3,012	\$3,012					\$6,024

Project Labor Expense Detail

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The itemized expenses designated for labor **directly** associated with the project. Each item line must include the funding requested of the Foursquare Foundation as well as the matching funds needed to cover the total cost of the item line. The total will auto-fill in the "Budget Summary." Remember, the Foursquare Foundation does not fund "General Staff Salaries" but *will* cover labor dedicated to the completion of the project.

FOUNDATION FUNDING			MATCHING FUNDS					TOTALS
Item	Description	Grant Funding	Ministry Funding	Form of Matching Funds	Name of source / Organization	Description of Matching Funds	Date Expected	
Admin Assistant	Responsible for reporting for 12 months (2 hrs/week)	\$500	\$500	Professional Labor	Admin assistant will donate her time	Donated professional labor	ON HAND	\$1,000
Love gift to volunteers	Event coordination and miscellaneous labor	250	250	Cash	Individual donors	Annual Banquet Fundraiser	03/01/11	\$500
TOTALS		\$750	\$750					\$1,500

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Project Administrative Expense Detail

The itemized expenses designated for in-office, non-labor administrative costs **directly** associated with the project. Each item line must include the funding requested of the Foursquare Foundation as well as the matching funds needed to cover the total cost of the item line. The total will auto-fill in the "Budget Summary."

FOUNDATION FUNDING			MATCHING FUNDS					TOTALS
Item	Description	Grant Funding	Ministry Funding	Form of Matching Funds	Name of source / Organization	Description of Matching Funds	Date Expected	
Office Supplies	Clipboards, event name tags, pens, response cards	\$100	\$100	Cash	District Office	Allocation for evangelism from district	03/01/11	\$200
TOTALS		\$100	\$100					\$200

Project Travel Expense Detail

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The itemized expenses designated for travel specifically related to the mission/purpose of the project. Each item line must include the funding expected from the Foursquare Foundation as well as the matching funds needed to cover the total cost of the item line. Please note that Foursquare Foundation grant do not cover out of country travel expenses. The total will auto-fill in the "Budget Summary."

FOUNDATION FUNDING			MATCHING FUNDS					TOTALS
Item	Description	Grant Funding	Ministry Funding	Form of Matching Funds	Name of source / Organization	Description of Matching Funds	Date Expected	
Bus fare	Travel for emerging leaders to weekly meetings with the Project Leader (3 people for 8 months)	\$325	\$325	Cash	Local Foursquare Church	Church allocated funds for this project	01/01/11	\$650
Van rental	Transport for worship team and equipment to outreach site (1 weekend)	\$350	\$350	Goods-in-kind	TOTAL TRANSPORTATION INC.	Donated van services for crusade	7/11/11	\$700
Gas	Gas for project leaders to visit homes during follow up (weekly local trips)	\$175	\$175	Cash	Foursquare Gospel Canada	Allocation from National Church Office	ON HAND	\$350
TOTALS		\$850	\$850					\$1,700

PROJECT BUDGET SUMMARY

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Note: Please be prepared to provide formal retail quotes for all expenses and any equipment (purchased/rented).

Foursquare Foundation Grant

This field will be automatically filled from the “Total Dollars Requested” box from the Project Cost section of the application.

Matching Funds

In each budget section a table is provided to specify the Amount, Form, Name of Source, Description, and Date Expected for **Matching Funds**. While many projects will have an equal 50/50 match between Foundation funds and the project’s Matching Funds, the Project Costs for some projects extend beyond the Foundation matching funding limit of \$40,000 (i.e. Project Costs of greater than \$80,000). These projects will have a different balance in which the Foundation funds will provide less than 50% of the Project Cost. In this case, all other revenues beyond the 50/50 match should still be listed as Matching Funds and detailed as part of the Project Budget on the application.

Note: As of January 2010, there are new guidelines for how matching funds will be declared for a Foursquare Foundation grant project. It is our expectation that 100% of matching funds be held in cash. However in situations where this is not possible, please use the table below when planning your budget. These percentage will auto-calculate to the Budget Summary based on the amount and type (Cash, GIK, or PPL) indicated in the budget sections.

Matching Funds Guideline Percentages

Cash (USD)	At least 60% (no less than 60% of matching funds must be held in cash)
Goods-in-kind –non-monetary goods donated toward the projects outcomes that you would have to otherwise purchase. <i>For example: food, Bibles, tracts, curriculum, etc.</i>	Up to 30% (no more than 30% of matching funds are allowed as “Goods-in-kind”)
Professional Project Labor - non-monetary professional service donated toward the projects outcomes that you would have to otherwise pay cash for hire. <i>For example: a professional plumber or electrician, a professional sound technician, a professional IT (Information and Technology) expert, etc.</i>	Up to 10% (no more than 10% of matching funds are allowed as Professional Project Labor)

Total Income

This is the sum of all revenues (*this field will auto-calculate*)

Project Expenses

Expense Category	Example	Auto-calculated from:
Project Expenses	\$6,450	Project Expense Detail
Project Labor Costs	\$4,600	Project Labor Costs Detail
General Administrative	\$1,200	General Administrative Detail
Travel Expenses	\$1,000	Travel Expenses Detail
Total:	\$13,250	Sum of all four sections

Net Income

	Auto-calculated from:	
Total Revenues	Project Cost Total	\$13,250
Total Expenses	Project Expenses Total	\$13,250
Difference:		\$0

“Total Expenses” minus “Total Revenues.” This field will be auto-calculated and should equal “\$0,” indicating that the Project Expenses and the Revenues categories are equal.

PROJECT FINANCIAL SUSTAINABILITY

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Please describe the plan to ensure the Total Project Cost will be **financially** sustained after Foundation funding has ended. This should include all methods used to support the continuation of the ministry (e.g. fundraiser events, banquets, micro businesses, donor base, corporate sponsors, speaking honorariums, etc).

For example: Pastor John's church annually designates \$15,000 for a community evangelism project, but his vision is for a project that would cost \$30,000. For this project, he requested the matching funds of \$15,000 from the Foursquare Foundation. After the Foursquare Foundation funding has ended, he plans to continue the accelerated project without the \$15,000 from the Foursquare Foundation. He plans to raise the additional \$15,000 from his donor base, speaking honorariums, and fundraiser banquets throughout the year.

PROJECT LEADER'S HISTORY OF FINANCIAL SUSTAINABILITY

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The Project Leader's history of fundraising to support past ministry efforts provides a context for the current project's Financial Sustainability Plan. This should include specific fund raising methods and approximate amounts raised through those methods (e.g. fundraiser events, banquets, micro businesses, donor base, corporate sponsors, speaking honorariums, etc).

For Example: Each of the past 5 years, Pastor John has raised \$70,000 through his donor base, \$50,000 through fundraiser banquets, and \$65,000 through corporate sponsors.

DOCUMENTATION

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In the event the grant is selected for further diligence, the Foursquare Foundation requires supporting documentation. The following documents should be obtained and organized during the Grant Application cycle so that there will not be any delays in processing the grant:

Sponsoring Organization Financial Statements

Please be prepared to provide the Sponsoring Organization's 501(c)(3) (or equivalent) accurate financial information from the previous 2 years.

Endorsement Letter from a Foursquare Pastor

Please be prepared to provide an endorsement letter from an active Foursquare Pastor.

501(c)(3) Status

Please be prepared to provide the declaration letter from the IRS signifying the status of the Sponsoring Organization

Non-Governmental-Organization (NGO)

Please be prepared to provide current documentation to verify status as a registered NGO

Note: Please be prepared to provide formal retail quotes for all expenses and any equipment (purchased/rented).

APPLICATION SUBMISSION

Once you have completed all sections, you have the option to formally submit your application by clicking the “Submit” button. Only applications that have been formally submitted will be entered into the review and scoring process. Upon clicking the “Submit” button, you will receive an immediate on-screen notification stating that your application has been submitted. If you do not receive this notification, please contact the Foursquare Foundation toll-free (within the U.S.) at 888-635-4234 ext.4512 or (213) 989-4512.

IMPORTANT: Once submitted, you have the option to re-access your application and make changes until the deadline. Please be sure to click the “Next” button on each and every page that you are working on to ensure that the desired changes are saved. Do not simply skip to another section by using the sectional drop-down menu or web browser “Forward” or “Back” arrows. If you do not click “Next,” the changes that you make will not be saved.