Outreach Grants Application

New Way Funds · One-Time Grants

Thank you for your interest in applying for a grant from the Edwards Church New Way Funds program.

OUR MISSION

The purpose of this Church, in all its programs and activities, shall be to bind together followers of Jesus Christ for sharing in the praise and worship of God and in seeking and serving God. As Christians, it is our mission to respond to all God's creation with the love Christ directs, through collective and individual worship, prayer, support, and action.

OUR VISION AND VALUES

Our vision begins: *Gathering at the crossroads of ancient faith and contemporary culture, we are a Christian church asking God to open us to a new way.* It continues: *Encountering the world's joys and suffering, we offer ourselves as instruments of love and justice.*

Among our values is **Community**: *We embrace our community locally and globally through the power of Christ's compassion within us. We offer ourselves in acts of kindness, generosity and advocacy in the care of others. We partner with other community groups to provide service and to work for solutions to social injustices and discrimination.*

Our full mission, vision, and values are at edwardschurchnorthampton.org/about-us/mission-vision-and-values.

What We Look For

Organizations should be aligned with the mission and purpose of Edwards Church. We are especially interested in funding **new and innovative approaches to societal and climate challenges**, both locally and globally. As we do our part to create a more just world, we encourage organizations doing good works, of all sizes, to apply, especially **minority-, LGBTQ-, and BIPOC-led organizations**.

About This Application

This is the application for **one-time grants**: a single payment for a defined project or need. It is also how most organizations begin a relationship with us. If you hope for support that continues over several years, complete this application and then see our separate **Ongoing Partnership Application**. Ongoing support is a longer commitment, so it comes with regular check-ins between your organization and the church.

How to Complete This Application

1. **Use a computer if you can.** Phones, tablets, and the previews built into Gmail, Outlook, or Google Drive often cannot save what you type.
2. **Download this form first.** Open it in Adobe Acrobat Reader (free at get.adobe.com/reader), or in Chrome, Edge, or Firefox. In a web browser, save with the download button in the PDF toolbar. Closing the tab can erase your work.
3. **Save your own copy right away.** Put your organization's name in the file name, for example *YourOrg-Edwards-App.pdf*.
4. **Click a shaded box and type.** Press the Tab key to jump to the next box. Click a small square to check it.
5. **Take the room you need.** Tell us as much as you like. Long boxes scroll as you type. If your whole answer does not show in the box, keep going on the **Continued Answers** page at the end of the form, and write the question number there.
6. **Save often.** Press Ctrl+S on Windows or Linux, or Command+S on a Mac.
7. **Check before you send.** Close your saved file and open it again. Make sure everything you typed is still there.
8. **Email the saved PDF.** Attach it to an email to outreach@edwardschurchnorthampton.org, along with any documents from the checklist at the end. Send the PDF file itself, not a photo, a screenshot, or a link to it.

Stuck, or no computer? Contact outreach@edwardschurchnorthampton.org. We would much rather help you apply than miss your application. If the form simply will not work for you, we will find another way to receive your answers.

What Happens Next

Someone from the Outreach Grants Ministry Team will contact you to confirm we received your application and to share a general timeline. Our team is small and, apart from the non-voting members, made up of volunteers from the congregation, so meeting, discussing, and discerning together takes more time than it would at a staffed organization. We may ask for more information, a meeting, or a site visit; such requests are not a guarantee of support. If we fund your project, we will work with you to set the terms of the grant, which typically include a short report on how the funds were used and what was accomplished.

What to Include With Your Request

Everyone completes the same core application and budget. The larger the request, the more we ask you to share, because larger grants carry more responsibility for stewarding our congregation's gifts.

Amount you are requesting	Plan on	Also complete	Also send us (checklist at the end)
Up to $1,000	About 1 hour	Parts 1–6 and 8	Nothing else is required.
$1,001 – $5,000	2–3 hours	Parts 1–6 and 8	**A** Operating budget
$5,001 – $20,000	About 4–6 hours	Parts 1–8, including Questions 9–10	**A** Operating budget **B** Proof of tax-exempt status, or fiscal sponsor letter **C** Latest financial statement or Form 990 **D** Board list
More than $20,000	Use your best judgment	Parts 1–8, including Questions 9–13	**A** through **D**, plus **E** Upcoming-year budget **F** Prior-year financials **G** Two letters of support

You do not need tax-exempt status to apply for $5,000 or less. Above that, we ask for proof of tax-exempt status or a letter from a fiscal sponsor. A fiscal sponsor is an established nonprofit that receives and manages grant money for a group that does not have its own tax-exempt status. If you have one, ask them for a short letter confirming they will receive our grant.

One project, one tier. Your tier is based on the total amount you are seeking from us for the project, including any related requests in the same year. Please do not divide one project into several smaller requests.

Part 1. About Your Organization

Name of organization *

Mailing address *

Contact person *

Position

Phone *

Email *

Website, if available

Tax ID (EIN), if you have one

Legal status (e.g., 501(c)(3), church, informal group)

Fiscal sponsor, if applicable (write N/A if none)

Project or program title *

What kind of support are you requesting? *Check all that apply.*

- ☐ **General operating support** – everyday costs of running your organization
- ☐ **Existing program or project** – work that is already underway
- ☐ **New initiative** – a new program or project
- ☐ **Capital campaign** – a building, equipment, or other major physical cost
- ☐ **Scholarship** – tuition or fees for individuals

Part 2. Project Summary

1. Tell us about your project

What problem are you trying to solve? What is your plan? When will the work begin, and what are the major milestones? What immediate and lasting impact do you expect?

Tell us the whole story. Strong answers are often 200 to 350 words. This box scrolls if you write more; you can also finish on the Continued Answers page.

Part 3. Resource Needs and Budget

Everyone completes this part, whatever the size of the request. Round to the nearest dollar. Use numbers only, such as 2500.

Amount requested ($) *

Total project cost ($) *

Org. budget this year ($) *

Project expenses

List the main costs of the project, including the part our grant would pay for.

Expense (what it is, and how you figured the cost)	Cost ($)

In the last row, type "TOTAL" on the left and the sum on the right.

Where the money will come from

Include every source, even small ones. The amounts should add up to the total cost of the project.

Source	Amount ($)	Status (secured, applied, planned)

Tip: in the first row, type "Edwards Church (this request)" as a source.

2. Budget notes

Explain anything in the budget that is not obvious, such as how you estimated a cost or why it will not change.

3. Other funding

Describe your other funding for this project: what you have secured, what you have applied for and when you expect to hear, and your organization's main sources of income overall.

4. If other funding falls short

What will happen if you do not receive the funding you are counting on from other sources?

5. Other resources that would help

Apart from money, what else would help your program reach its goals? For example: volunteers, donated goods or supplies, publicity, or introductions.

Part 4. Evaluating Outcomes

6. How you will define and measure success

How would you define success for this grant? Name two or three specific results you will count (for example, people served or items delivered) and how you will count them. How will you share what you learn with us and with your community?

Part 5. Risks and Challenges

7. What could get in the way

Describe the internal or external factors that could make it harder to reach your outcomes (financial, political, legal, administrative, cultural, religious, security, or partnership issues). How will you manage or reduce these risks?

Organizations you will likely work with on this project

Part 6. Organization Overview

8. About your organization

What problem does your organization address? Who do you serve, and where? Describe your current programs, advocacy, and accomplishments, and when you began. Tell us who leads your organization.

Part 7. Additional Questions for Larger Requests

Required if you are requesting more than $5,000 (Questions 9 and 10), and **more than $20,000** (Questions 9 through 13). If your request is $5,000 or less, skip this part.

9. Leadership and financial oversight (over $5,000)

Who makes decisions and approves spending? Who reviews your finances, and how often? How many paid staff and volunteers will work on this project?

10. Track record (over $5,000)

Describe one or two similar projects you have completed. What did you set out to do, what happened, and what did you learn?

11. After the grant (over $20,000)

How will this work continue, or end responsibly, once our grant is spent? Describe your funding outlook for the next two to three years.

12. Evaluation plan (over $20,000)

Where are you starting from today (your baseline)? What are your targets? Who will measure them, and when?

13. People who know your work (over $20,000)

Name two people or organizations who can speak to your work, with their relationship to you and their contact information.

Part 8. Disclosure, Connection, Documents, and Certification

14. Disclosure and transparency

Have you been in communication with anyone at Edwards Church about this application? If so, with whom? Do you have a personal, family, or business relationship with a member, staff person, or Outreach Grants team member? Please tell us. This is for transparency, not a disqualifier.

15. Beyond the updates

How would you like to be connected with Edwards Church beyond written updates? For example: visiting a worship service, presenting your work to the congregation, volunteer opportunities, or sharing stories of your work another way.

Documents to send with this form

Check each item you are sending as a separate attachment, and name each file so we can tell what it is (for example YourOrg-Budget-2026.pdf).

- ☐ **A.** Your organization's operating budget for the current year (one or two pages is fine).
- ☐ **B.** Proof of tax-exempt status (IRS determination letter), or a letter from your fiscal sponsor (an established nonprofit that receives and manages grant money for a group that does not have its own tax-exempt status).
- ☐ **C.** Your most recent year-end financial statement or IRS Form 990.
- ☐ **D.** A list of your board or governing group, with each person's affiliation.
- ☐ **E.** Your operating budget for the upcoming year, if you have one.
- ☐ **F.** The year-end financial statement or Form 990 from the year before the one in item C.
- ☐ **G.** Two letters of support from partners, funders, or people you serve.

Other documents you are sending (optional)

Certification

☐ I confirm that the information in this application is accurate to the best of my knowledge, and that I am authorized to submit it for this organization.

Typed name	Title	Date (MM/DD/YYYY)

Continued Answers

Use this page only if an answer did not fit in its box. Type the question number and title first, then keep writing. Need still more room? Attach a document and tell us here that you did.

Continuing question number and title

Continuing question number and title

Continuing question number and title

Continuing question number and title