



## APPLICATION Alabama-West Florida Conference

**PROJECT NAME:** \_\_\_\_\_ Application date: \_\_\_\_\_

**PROJECT DESCRIPTION:** *Important!* Please write a brief phrase or statement that describes your project - 200 character limit (approx). The name and description will be used for publicity purposes. DO NOT attach in a separate sheet. This is for the brochure.

**PROJECT REQUEST TYPE:** (Choose New or Continue)

New – check here if the project has NEVER been an AWFC Advance project

Continue – check here if the project has been an AWFC Advance project any time in the past

Current or former AWFC Advance project number: \_\_\_\_\_

During what years has this project been an AWFC Advance? \_\_\_\_\_

**PROJECT LOCATION:**

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

County: \_\_\_\_\_ AWF District: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

**PROJECT CONTACT:**

Name and Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Complete if project contact address is different from location address:*

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

County: \_\_\_\_\_ AWF District: \_\_\_\_\_

**PROJECT SPONSOR:**

(Name/Title of Sponsoring Organization, such as an agency or church creating the project)

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Project Name: \_\_\_\_\_

**PROJECT DETAILS:**

Number of paid employees: \_\_\_\_\_ Number of active volunteers: \_\_\_\_\_

Estimated number of people that will be impacted by this project: \_\_\_\_\_

Percentage organization allocates to:

Administration: \_\_\_\_\_%; Fund raising: \_\_\_\_\_%; Programming: \_\_\_\_\_%

Does your organization have 501(c)(3) status?  No  Yes *(including if church-based)*

**Note:** No Advance money may be used for administrative purposes.

The financial support is for (check one):

- Additional Financial support
- Support to enable the initiative of a new and independent project
- Support to enable a new project component of an ongoing project or program
- Other: \_\_\_\_\_

**BUDGET SUMMARY:**

**Income:**

Individual donors: \$ \_\_\_\_\_  
 Grants, Foundations: \$ \_\_\_\_\_  
 AWFC Churches: \$ \_\_\_\_\_  
 Organizations\*: \$ \_\_\_\_\_  
 Fundraisers: \$ \_\_\_\_\_  
 Other income: \$ \_\_\_\_\_

**Expenses:**

Administration: \$ \_\_\_\_\_  
 Salaries & benefits: \$ \_\_\_\_\_  
 Programming: \$ \_\_\_\_\_  
 Fundraising: \$ \_\_\_\_\_  
 Other expenses: \$ \_\_\_\_\_

**Total Income:** \$ \_\_\_\_\_

**Total Expenses:** \$ \_\_\_\_\_

\* Could include United Way, the AWFC Conference, Rotary Clubs, etc.

**BUDGET DETAIL:** Attach Line-Item Budget Information, including a generalized list of expenses and all income from other sources.

**AUDIT:**

Date of Annual Audit: \_\_\_\_\_ Auditor: \_\_\_\_\_

*Note: Being an approved Conference Advance project does not guarantee receipt of any financial offerings or gifts. It does, however, allow you to present your project to AWFC congregations for fund-raising efforts.*

Project Name: \_\_\_\_\_

**DESCRIPTION:** (Attach additional pages)**Background** - Please describe the area served by your project and the people who live in that area.**History** - Briefly describe the history and major accomplishments of your church/organization/project over the last 5 - 10 years**Mission** - What is the main purpose of your project? What are the major goals of your project? Be specific and realistic when stating goals. Remember, a goal is measurable. (e.g., provide 100 after-school meals for children while providing basic tutoring and music lessons; NOT - Involve children and parents in church related activities after school.)**Ministry** - How does your organization work and serve "with" the poor instead of "to" or "for" the poor? See the book "Toxic Charity" by Robert D. Lupton.**Expectations** - What would an Advance gift to your project help you to accomplish? How would a gift make a difference to a person (or persons) with whom you are in ministry? (Please give examples that are as simple, clear, and "human-interest" as possible.)**Promotion** - Please enclose photos, stories, newsletters, brochures, videos, or any other materials that would help to explain and promote your project.**Goals** - What measurable goals does your organization have for the upcoming two years?**Board of Directors** - Include a complete list of your mission/ministry Board of Directors**FEEDBACK:**

In order to maintain CASS (Conference Advance Special Status), an annual written project evaluation report must be submitted to the Conference Advance Committee. This will also enable the Conference Advance Committee to continue to promote your project and for your project to continue to receive funds. The committee will provide the feedback forms to approved projects.

**SIGNATURES:**

Contact Person/Project Holder: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

District Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

***Return completed applications to:***

Susan Hunt  
 4719 Woodmere Boulevard  
 Montgomery, AL 36106  
 334-356-8014  
[susan@awfumc.org](mailto:susan@awfumc.org)