SPECIAL PROJECTS FUNDING APPLICATION

A letter from the President of ASI Southwest

Dear friend,

Thank you very much for your application to fund a special project. Your request will be prayerfully considered by the ASI Southwest Board.

ASI Southwest is unable to fund all the worthy projects submitted, as the only source of our funding is from a single offering received at our annual Spring Convention. It is only through God that all things are possible and ASI Southwest is thrilled to have partnered with many projects and entities over the years in sharing Christ around the world.

All applications are required to reach us by January 15 for consideration at our Spring Convention in March. Results, whether accepted or declined, will be sent via e-mail by April.

If you have any questions about the application or application process, please don't hesitate to contact us.

We are enthusiastic about the potential of partnering with God in your project.

May your ministry be richly blessed as you seek to serve Him.

Patricia Humphrey
ASI Southwest President

APPLICATION INFORMATION

Application

All information must be accurate, legible, and complete. If requested information is not available, please explain why that information is not included or how it can be obtained. All information must be submitted in English.

Eligibility

Any Seventh-day Adventist ministry is eligible for funding from ASI Southwest if:

- It is a ministry in regular standing with the Seventh-day Adventist Church and shall support the church in words, actions, and publications.
- The theological positions of the supporting ministries shall be in harmony with the fundamental beliefs of the Seventh-Day Adventist Church. In supporting these beliefs, both the Bible and the writings of Ellen G. White shall be faithfully consulted.
- It demonstrates a successful operation for a minimum of one full year.
- The organization is a qualified non-profit with an IRS 501(c)(3) determination or a comparable status.
- The organization must either be based in or operate within the Southwestern Union territory.

Supporting ministries must submit a copy of their constitution and bylaws, which must comply with ASI requirements (see "Documents of Governance" on page 3).

Funding

Funding varies from project to project. Approved funding is based on the amount requested and how much money ASI Southwest has available. The approved funding amount will not necessarily be the amount requested in the application. For applications submitted by January 15, funding will begin in June of the following year.

Application Timeline

All funding applications must be received by January 15 (see contact information at left). Applications will not be considered if received after January 15. Please contact ASI Southwest to confirm that your application has been received.

- January 15 – Deadline for submission of applications
- January-February – Compilation and review of submissions
- February – Project committee makes recommendation to ASI Southwest Board
- March – ASI Southwest Board announces awards during Spring Convention
- April – All applicants are notified of the final decision
- June – Funding is disbursed to approved projects
- December or upon project completion – Final progress report required from the recipient

Submission of Documents

The funding application and all supporting documents should be submitted by January 15 to asisouthwest@swuc.org.

FUNDING REQUIREMENTS

PROJECT NARRATIVE

Submit a one-page, single-spaced narrative that includes your mission and vision statements. Describe what difference this project will make in the pursuit of your organization's mission and purpose. Specify how the project will be completed and how its success will be measured. Also submit photos that illustrate the nature of the project and are suitable for publication.

PROJECT BUDGET

Include a complete budget for the project. List all items necessary to accomplish project objectives. The budget should clearly identify sources of all anticipated contributions.

OFFICERS AND BOARD MEMBERS

Enclose a current, complete list of officers and governing board members with their addresses and occupations.

NON-PROFIT STATUS

Submit a copy of the IRS 501(c)(3) certification letter indicating your organization's non-profit, tax-exempt status.

DOCUMENTS OF GOVERNANCE

Enclose articles of incorporation and organizational constitution and bylaws. The latter must clearly show that the organization's overall philosophy is in harmony with the Seventh-day Adventist Church.

ACCOUNTABILITY

A progress report will be required for approved projects, which is due in December of the year in which funding is received, or upon project completion. The report should detail how the project advanced to completion and assess its impact. At least one digital photo should accompany the report.

ASI Southwest
asisouthwest@swuc.org
817-219-5724

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www.asisw.org

APPLICATION CHECKLIST

Use the following checklist to assure compliance to all requirements. All material must be received by January 15.

☐ **Application**

  Applicant information

  Budget

  Summary Sheet

☐ **Project Narrative**

  Mission and vision statements

  Description of how the project's success will be determined

  Potential applications to other entities or settings

  Assessment of community needs

  Photo (high resolution jpeg preferred)

☐ **Project Budget**

☐ **Officers and Board Members List**

☐ **Non-Profit Status Paperwork**

  IRS Tax Letter and Certificate

☐ **Documents of Governance**

  Articles of Incorporation

  Constitution and bylaws

FUNDING APPLICATION

Application Information

Organization Name/Contact

Address

City   State/Prov.   Postal Code   Country

Work Phone   Home/Mobile Phone

E-mail   Fax

Date of   Date of Beginning   Year Organization Joined ASI
Incorporation   of Operations

Budget

Amount requested from ASI $ _____   Est. Project Launch Date   _____

Current funds available $ _____   Est. Project Complete Date   _____

Total project budget $ _____

Signature

Name   Signature   Date
Responsible Administrative Officer

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817-219-5724

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FUNDING APPLICATION (2)

1. Provide a brief description of the intended use of requested funds.

2. Describe your organization's recent history in regard to meeting its budget and generating sufficient income for operating needs.

3. If project requires more than ASI funding, explain how you propose to raise additional monies.

4. Describe the organization's background (i.e. years of operation, regular income sources, ministry activity, and accomplishments).

5. Analyze prospects for future operation and development. Where is your ministry going?

6. How does the community where you function view your organization?

7. How do the people you serve and others in your area benefit from your organization?

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