# Cora Foundation Grant Application Requirements

In order to complete the online grant application you will need to provide the following information for the online application system:

**Project Information**

1. The date by which funds are needed.
2. The completed *Cora Foundation Grant Application – Project Template* file.  This file will contain the following sections that must be completed:
   1. **Project Details**.  Provide the specific details of the project to be funded.  Describe the project, what will be accomplished by the project, what the funding request will be used for, who is being served, why the project is needed, where the project is being performed, when the project will be completed, and any other relevant information that will help the foundation understand the project and funding request.
   2. **Project Implementation Plans.**  Provide an explanation of your plans for implementing the project.
   3. **Project Outcomes.**  Provide an explanation of what outcomes or results are expected from the project, and what measures are being tracked to determine the progress being made on the project.
   4. **Project Uniqueness**.  Provide an explanation of what makes this project unique or innovative.
   5. **Project Repeatability.**  Provide an explanation of why this project is repeatable or reproducible in other locations or to other constituency groups.
   6. **Project Sustainability.**  Provide an explanation of why and how this project is or will be financially sustainable.  For major capital improvements funding requests, please explain how your ministry intends to support the additional ongoing operational expenses of the improvement.
   7. **Future Project Expansion Strategy.**  Provide an explanation of your strategy for continuing to grow and expand the project in the future, (after this funding is over), to extend your ministry's reach beyond your current service area or constituency group to new areas or groups.
   8. **Other Funding Sources.**  Provide a listing of other sources of funding for the project.  Include 1) Name of the funding source, 2) Dollar amount of funds requested or expected, 3) Dollar amount of funds received to date, and 4) Expected decision date.  Also provide a total for dollar amount of funds requested and funds received.

**Ministry Information**

3. The completed *Cora Foundation Grant Application – Ministry Template* file.  This file will contain the following sections that must be completed:
   1. **Ministry History.**  Provide a narrative history of the ministry's purpose and work.
   2. **Ministry Vision.**  Provide the vision statement for the ministry.
   3. **Ministry Mission.**  Provide the mission statement for the ministry.
   4. **Ministry Principles Compliance.**  Provide an explanation of how the ministry and project to be funded comply with each of the 10 Foundation Principles listed on the last page of this document.
   5. **Board and Key Staff Information.**  Provide a listing of the ministry's 1) Board of Directors (or Trustees, Elders, etc.), and 2) Key staff (President, VP's, Executive

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Director, etc.), but not more than 3 key staff positions.  In this listing include their 1) name, 2) title, and 3) contact phone number or email address.  For each key staff listed also provide a short bio highlighting their professional qualifications.

**Financial Information**

4.  A file containing an income and expense budget for the specific project you are requesting funding for.
5.  A file containing an operating budget of the entire ministry. The Project Budget and the Ministry Budget will only be the same if your ministry only tracks income and expenses at the ministry level (not on a program or project level).
6.  A file containing a copy of the ministry's most recent Profit and Lost Statement AND Balance Sheet.
7.  A file containing a copy of the ministry's most recent certified financial audit or financial compilation if the ministry performs an annual audit or compilation.

**IRS Information**

8.  A file containing a copy of the most recently filed IRS Form 990 for the organization.  If the organization is not required to file a Form 990 with the IRS, then provide a statement explaining why the organization is not required to file.
9.  A file containing a copy of the determination letter issued to the organization by the Internal Revenue Service.  The determination letter must state that
    a) The organization is exempt from federal income taxation as an organization described in section 501(c)(3) of the Internal Revenue code and
    b) The organization is excluded from being a private foundation under section 509(a)(1), (2), and (3) of the Internal Revenue Code.

The following information is only required if the organization is a supporting organization as defined by the IRS Code Section 509(a)(3):

11. Indicate the type of supporting organization as defined by the IRS Code Section 509(a)(3).
    - Type I - ""Operated, Supervised, or Controlled by" one or more publicly supported organizations - a majority of the governing board is elected or appointed by the supported organization(s).
    - Type II - "Supervised or controlled in connection with" one or more publicly supported organizations - a majority of the governing board consists of individuals who also serve on the governing board of the supported organization(s).
    - Type III - "Operated in connection with" one or more publicly supported organizations - Not a Type I or Type II.
12. If the organization is a supporting organization, provide the name(s) of the supported organization(s).
13. If the organization is a supporting organization, describe the process by which your governing board is appointed and elected and also, please upload a file containing a copy of the organizations Articles of Incorporation, Bylaws, or other documents which detail the governing board's election process.

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14. If the organization is a Type III supporting organization, indicate whether or not the organization is functionally integrated or not functionally integrated with the organization(s) it supports.
15. For Type III functionally integrated supporting organizations, please provide the names of the supported organizations with which you are functionally integrated.  Also, please upload a file containing either:
    a. a written representation signed by an officer, director, or trustee of each supported organization that the supporting organization represents it is functionally integrated with, describing the activities of the supporting organization and confirming that but for the involvement of the supporting organization engaging in activities to perform the functions of, or carry out the purposes of, the supported organization, the supported organization would normally be engaged in those activities itself. Such written representation much meet the requirements outlined in Section 3 of IRS Notice 2006-109, or
    b. a written opinion of counsel representing the supported organization concluding that the supported organization is functionally integrated with the supporting organization.

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## Cora Foundation Principles

The Foundation has defined a set of principles that it will use in reviewing program goals and strategies, as well as grant applications.  It is important that prospective grant applicants be aware of these principles because they are used to determine how well a grant application aligns with the mission and program areas of the Foundation.  The Foundation seeks to support programs that:

1. Support the mission of the Foundation
   The Foundation is interested in programs and ministries that serve the spiritual, educational, and physical needs of people helping them come to know the love of Christ and live a dedicated Christian life.
2. Support the current program areas of the Foundation
   The Foundation seeks to fund programs in the areas of Christian Education, Christian Discipleship, and Christian Human Services that address specific educational, spiritual or physical needs of individuals, families or groups.
3. Encourage and promote the Christian faith
   The Foundation is interested in programs and ministries that seek to directly or indirectly encourage and promote the Christian faith and the leading of a Christian life.
4. Promote the growth and maturing of individuals
   The Foundation is interested in programs and ministries that promote educational, physical and spiritual growth and maturity of individuals.
5. Have a significant and continuing impact
   The Foundation is not to be interested in programs that are one-time events or that do not have a continuing impact on the individual or community.  The foundation is interested in unique and innovative programs that are, or have the potential to be, repeatable and replicated on a larger scale.
6. Address causes not symptoms
   The Foundation seeks to fund programs that address the causes of problems rather than simply masking their symptoms.
7. Increase the capacity or capability of the ministry
   The Foundation seeks to fund programs that will allow ministries to move to the next level in their capacity and ability to serve their constituents.
8. Are good financial stewards
   The Foundation seeks to support ministries that are financially stable, have a sustainable funding model, have a history of good financial stewardship and low administrative expenses.
9. Are respected and supported by the community
   The Foundation is interested in programs and ministries that are highly respected in their communities and have the financial and volunteer support of the local community they serve.
10. Have a record of past success
    The Foundation is not to be interested in ministries that have not demonstrated a history of past success in the programs they have undertaken. The Foundation is interested in funding expansions of unique and innovative programs, but only if the ministry behind them has a good record of successfully implementing programs and a clear vision and plan for program expansion.