

# Request for Funds Application

## Global Priority Mission Fund

Revised 03/01/06

GPMF Committee

### FBC Durham VISION STATEMENT:

*We exist to delight in, display, and declare the glory of God, equipping His people to spread that delight to all nations through Jesus Christ.*

#### Prerequisites for Participation:

- Active membership at FBCD or Recommendation by team and GPMF approval
- Submission to GPMF guidelines
- Approval of mission endeavor by a FBCD pastoral staff member
- Submission of a 1 page typed praise report upon completion of mission endeavor

#### I have read and understand the following:

- \_\_\_ Criteria for Approving Requests
- \_\_\_ Support letter information
- \_\_\_ Global Priority Fund Applicant Guide

Name \_\_\_\_\_ Gender M F Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (Wk/Cell) \_\_\_\_\_ (Fax) \_\_\_\_\_

E-mail Address \_\_\_\_\_ Occupation \_\_\_\_\_

Date of Membership at FBCD \_\_\_\_\_ Sunday School Membership \_\_\_\_\_

List any ministries at FBCD in which you are currently involved or have previously been involved: \_\_\_\_\_

Do you tithe your income? Yes \_\_\_\_\_ No \_\_\_\_\_

Destination/Dates of mission endeavor \_\_\_\_\_

For non-FBC sponsored endeavor name of endeavor \_\_\_\_\_

Sponsoring agency \_\_\_\_\_ Use reverse side for information about agency.

Description of mission endeavor \_\_\_\_\_

Purpose of mission endeavor \_\_\_\_\_

What will be your responsibility or participation?

(Please attached a typed page to answer the following two items.)

1. Give a brief testimony of your conversion and what Jesus is currently doing in your life.

2. How will this mission endeavor fulfill FBC Durham's Vision Statement?

Total Cost of Mission Endeavor \_\_\_\_\_ If non-FBC sponsored, give breakdown of cost on reverse side.

How much funding are you requesting? \_\_\_\_\_

(Following 3 questions not applicable to FBCD Pastoral Staff)

How else to anticipate raising support? \_\_\_\_\_

Are you contributing personal funds? Yes \_\_\_ No \_\_\_ If yes, how much? \_\_\_\_\_

Payment deadline for your event \_\_\_\_\_ Name and address of organization to whom check would be issued

if approved: \_\_\_\_\_

Staff Member's Signature \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

#### GPMF Committee Response Only

Date Request Received \_\_\_\_\_ Date Reviewed \_\_\_\_\_ Date Applicant Informed \_\_\_\_\_

Committee's Action \_\_\_\_\_

Date Financial Secretary Notified if Appropriate \_\_\_\_\_ by \_\_\_\_\_

**Support Letter Information**

Please include the following information in your letters requesting support for your upcoming mission endeavor.

The Global Priority Mission Fund Committee of First Baptist Church would like to thank you for giving consideration for financial and prayer support for this mission endeavor. Historically and joyfully we have found that team members who have received support from family and friends sense the prayer support that accompanies it. This is crucial to the success of our missions. Each of our committee members who have participated in FBC sponsored mission endeavors recognizes the great value of this support.

Sincerely,

The Global Priority Mission Fund Committee  
Janet Whichard, Chair

**Please detach this section and mail with your support information. Thank you.**

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Having prayerfully considered the request from \_\_\_\_\_ for support of his/her upcoming mission endeavor to \_\_\_\_\_, I would like to respond as follows:

I will pray for the team and especially for \_\_\_\_\_ from now until the conclusion of the mission. I recognize the importance of praying before the mission even begins.

I have enclosed \$\_\_\_\_\_ in financial support for this mission endeavor.

**Checks should be made payable to:  
First Baptist Church-Global Priority  
414 Cleveland Street  
Durham NC 27702**

**For a tax receipt please give your name and address:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**In the memo section of the check please write: Global Priority Fund - name of mission endeavor**

Funds payable to FBC, Global Priority Mission Fund are non refundable. In the event of a mission endeavor cancellation, funds will be retained for disbursement by the Global Priority Mission Committee for future mission endeavors of First Baptist Church.

## Global Priority Missions Fund Applicant Guide

Dear Fellow Servant of Christ,

**We are excited that you are stepping out in faith to serve the Lord Jesus through missions. Our committee represents the generous body at First Baptist Church Durham with the awesome responsibility of appropriating funds from the Global Priority Mission Fund. We will prayerfully consider your request for assistance. To help you through this process, please carefully read the questions and answers below.**

**When do I turn in my Request for Funds form?** Please turn your completed and signed form in **6 to 8 weeks prior to your payment deadline**. Once your form has been submitted you may be required to meet with the committee in person. If such a meeting is requested by the committee, you will be notified of the meeting's time and place. If you have passed this 6 to 8 week timeframe, please personally contact a member of the Global Priority Mission Committee to notify them of your situation. **PLEASE NOTE:** All forms must be signed by one of the ministers at First Baptist prior to submission.

**Where do I turn in my form?** Your form may be placed in the Global Priority Mission Committee mail basket directly across from Andy Winn's office or mailed to Janet Whichard, Global Priority Mission Committee chairman, 922 Quiet Woods Place, Durham, NC 27712. **Please notify** her by phone (383-8218) that you have either placed your application in the basket at church or mailed it to her home. This will enable her to make copies prior to the next meeting.

**How will I be notified of the committee's decision?** After prayerful consideration, you will be notified by a committee member of the committee's decision. You will also receive a written document clarifying the Global Priority Mission Fund decision.

**If any funds are granted how will they be dispersed?** The treasurer of FBC will issue a check and send it to the party you designate. Please indicate on your application how the check is to be written and the name and address where it should be sent.

**Do I have any responsibilities if I receive funds through the GPMF?** Yes, your response form will notify you of any obligations in connection with the funds received. If you do not use all of the funds received through the GPMF, a check for the remaining funds should be written to First Baptist Church, (memo line) Global Priority Mission Fund. A note of explanation should be attached. Please turn it in the same way you did your application.

**What type expenditures will Global Priority consider contributing to:** Global Priority will consider expenses necessary for carrying out the work of the great commission found in Matthew 28:18-20. Examples would be transportation, meals, lodging and necessary supplies. Non eligible expenditures would be for personal items such as passports and visas.

**For Team Leaders Only:** If several members of your team are requesting funds, please submit all applications together **6 to 8 weeks prior to payment deadline**. Please also submit your request for any additional funding for the mission endeavor with the applications. In your request, please provide a breakdown of projected expenditures such as travel, lodging, meals, supplies and any other items you believe would be helpful for the committee.

We look forward to partnering with you and praying for you as you "Delight in, display, and declare the glory of God, equipping His people to spread that delight to all nations through Jesus Christ." Please call Janet Whichard (383-8218) if you have any questions.

Blessings in Christ Jesus,

The Global Priority Missions Fund Committee

# Global Priority Fund

## Criteria for Approving Requests

The Global Priority Fund was established to help First Baptist Church, Durham, NC meet the command of the great commission found in Matthew 28:18-20. Though not exclusively designed for church members, members of First Baptist Church should have priority above non-members.

Concerning the issue of short-term mission endeavors, the fund is designed to pay the complete cost of fulltime ministers of First Baptist Church participating/leading First Baptist Church sponsored mission endeavors.

Conversely, the fund is not intended to pay the full cost of individuals' mission endeavors. It is intended to aid individuals who have need of financial assistance in order to participate in mission endeavors. The fund serves as the conduit through which FBC members can contribute directly to mission endeavors sponsored by First Baptist. Funds donated and designated to the Global Priority Fund are non-refundable. Any funds realized beyond the cost of a mission endeavor will remain available for future endeavors that receive Global Priority funding. Any funds dispersed for a mission endeavor but not expended on that endeavor must be returned to the Global Priority Fund account.

The history of FBC mission endeavors has demonstrated that mission participants who have received supportive funding from family members, friends, and other special contacts have built great prayer support systems for their mission project and those involved. We believe those who care enough to support our short-term missionaries cover their investment with prayer.

In an effort to simplify the process of evaluating requests for funds, the requests will be viewed from two separate types of requests: FBC sponsored mission efforts and non-FBC sponsored mission efforts.

### **FBC sponsored mission endeavors must follow these guidelines:**

1. Request for Funds form must be completed and signed by the applicant and by a full-time pastor of FBC.
2. Signed Request for Funds form must be submitted to the Global Priority Chairperson 6 to 8 weeks prior to the mission endeavor to guarantee consideration of the request. The requestor is to notify the current Global Priority Chairperson, Janet Whichard at 383-8218 when the completed, signed form has been placed in the Global Priority mailbox at FBC or mailed to her at 922 Quiet Woods Place, Durham, NC 27712.
3. The requesting applicant is encouraged to send letters to friends, family and others explaining the mission effort and their need of financial and prayer support. This letter will include information from the Global Priority Committee regarding how checks are to be written in order to conform to IRS guidelines and audit requirements. A copy of this information is attached to the Request for Funds application. The mission endeavor team leader or the Global Priority Committee would like to approve letters requesting support prior to mailing and this should be done at least 60 days before the event is scheduled.
4. All individuals receiving Global Priority Funding must submit a written report within 30 days of their return summarizing the mission, what God did in them personally and what he did around them during the mission endeavor. This letter is to be sent to: Global Priority Committee, FBC, 414 Cleveland Street, Durham, NC 27701.

### **Non-FBC sponsored mission endeavors must follow the following guidelines:**

1. Request for Funds form must be completed by applicant, approved and signed by a full-time pastor of FBC.
2. Signed Request for Funds form must be submitted to the Global Priority Chairperson 6-8 weeks prior to planned endeavor to guarantee consideration of the request. Notify current Global Priority Chairperson, Janet Whichard, by phone at 383-8218) when the

signed form is in the Global Priority mailbox at FBC or has been mailed to her at 922 Quiet Woods Place, Durham, NC 27712.

3. The requesting applicant is encouraged to send letters to friends, family and others explaining the mission effort and their need of financial and prayer support. For funds that will be contributed by supporters through the Global Priority Mission Fund, the support letter will include information from the Global Priority Committee regarding how checks are to be written in order to conform to IRS guidelines and audit requirements. A copy of this information is attached to the Request for Funds application. Letters should be sent out at least 60 days before the scheduled mission endeavor.
4. Detailed information about the agency sponsoring the mission endeavor and the mission event leader must be submitted with the Request for Funds form. If the endeavor involves travel, projected cost for transportation, lodging and meals should be included. Any additional information you can supply such as how you plan to raise the balance of your funds will be helpful in reviewing your application.
5. All individuals receiving Global Priority Funding should write a report within 30 days of their return summarizing the endeavor, what God did in them personally and what He did around them during the mission endeavor. This letter is to be sent to: Global Priority Committee, FBC, 414 Cleveland Street, Durham, NC 27701.

**Guidelines the committee will use in evaluating all (both FBC and Non-FBC mission endeavors) requests for funding include but are not limited to:**

1. Insights and recommendations from the pastoral staff will be highly valued in the final decisions.
2. The mission effort or use of Global Priority Mission Funds must reflect the mission of FBC. Our mission statement is “We exist to delight in, display, and declare the glory of God, equipping His people to spread that delight to all nations through Jesus Christ.”