



**4. Describe the mission, purposes and goals and objectives of the applying institution/agency:**

**5. According to the provisions of the bequest establishing the DBF Missions Committee, Mrs. Fancher's will states that "the remainder [of her estate is to go] to the FIRST PRESBYTERIAN CHURCH OF DUNEDIN, to be invested by the said Church with the income therefrom to be used by said Church to support missions, and for no other purpose." How does the applying institution view its request in relationship to that restriction?**

**6. Please describe briefly the purposes of the funds requested and exactly how the funds will be spent.**

**7. How will you measure and evaluate the effectiveness/success of the project?**

**8. A one-time "lump sum" distribution of funds normally is provided to applicants. If your grant application is fully or partially approved, will the funds be able to be promptly executed? (The project timeline and budget documents requested above must support this) .**

**9. Is the Board of Directors of the applying institution/agency aware of, and does it support, the content of this application to DBF Missions Committee ? If so, please provide a signed letter from the board indicating their support and approval. If not, please explain why this is the case.**

**10. Is the DBF Missions Committee expected to fund the total amount required for the proposed program or are others participating in the funding? Are the funds to be "matched" by other donors? Please explain and list names of other funding agents for this project.**

**11. The policy of the DBF Missions Committee is to award one-time grants. We discourage regular funding to any one "mission," believing that worthwhile "missions" (such as yours) should give other organizations and individuals the opportunity to participate in their funding, while at the same time leaving the DBF Missions Committee free to help some of the hundreds of other worthy missions that we hear from each year.**

**If the Committee and the Church Session approve your request, you must:**

**a. Give the Committee the name and address to which a check should be sent:**

**Make check payable to:** \_\_\_\_\_

**Mail to:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- b. Submit to the DBF Missions Committee (in writing) a progress report every three months until you have fully spent the funds.**
- c. Report back to the DBF Mission Committee the full accounting breakdown by major categories showing how the funds were spent (travel, printing, salaries, construction, etc.) after funds have been fully spent.**

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**(Please return to:)**

**DBF@fpcdunedin.org**

**Dana Beck Fancher Missions Committee  
First Presbyterian Church  
455 Scotland Street  
Dunedin, Florida 34698**

## **Guidelines for Electronic Submission of Applications**

**Your kind compliance to these guidelines will greatly facilitate the processing of your application.**

**1. Electronic submission of applications is greatly preferred over the submission of paper. Please, save yourself considerable postage, and save DBF the considerable time required to scan your paper application. Save a tree. Save a river. Save the petroleum required to transport your envelope. Be kind to the planet. Please email your application instead of sending paper.**

**2. Ideally, the application should be submitted as a single PDF file or PDF Package. Of course, it is strongly to your advantage to assemble the PDF as it seems reasonable to you rather than to leave this task up to the best guess of the DBF chairperson.**

**3. Slightly less ideally, your application may be submitted as a series of separate PDF files. Free software, such as PDFcreator or CutePDF, is available for Windows to produce PDF versions of your files. Mac OS can print to PDF format without additional software. If you are sending multiple PDF files rather than a single file, then please name the files with a designation of numeric order so that we can more easily assemble them into a PDF package.**

**For example:**

**01-CoverLetter.pdf,**

**02-DBFapplication.pdf, etc.**

**4. It is pretty far from ideal to send dozens of separate files of various formats, for example, .xls, .doc, .docx, .jpg, etc. These should be converted to .pdf and consolidated into as few files as possible.**

**5. The PDF(s) can be emailed as attachments to [dbf@fpcdunedin.org](mailto:dbf@fpcdunedin.org). Or the PDF can be placed on a server and a link to the file can be emailed.**

**6. Please send only one application per email message.**

**7. If you would like to send a paper copy of the application as well as the electronic copy, that can be helpful, but it is not at all necessary.**

## **Suggestions for Stronger Applications**

**We typically have several times as many requests as we have available funds. As a result, tough decisions must be made; competition for scarce resources is a blunt fact; and awards may not measure up to the amounts requested. In the evaluation of applications, we are looking for return on investment in terms of suffering alleviated and Gospel propagated. An application that demonstrates a comparatively stronger claim to these ends will fare better than some others in the competition. Also, a project that must be cancelled if it fails to receive the full amount requested may be at a disadvantage compared to other projects that can make productive use of partial awards.**