

New Organization Application

Information Required

- **Project Name*** * = Required
- **Project Description – Summary***
Please give a summary of your project. Please limit to three (3) sentences and be as succinct as possible. (500 characters)
- **Amount Requested***
- **Program Area***
Scholarship/Leadership Development or
Evangelistic Outreach/Care Ministry
- **Geographic Area***
Geographical area(s) of ministry specific to this request. (200 characters)
(You may list other areas served by your organization in subsequent sections.)
- **Trustee/Staff Connection***
Please restate your relationship with Rivendell Trustee/Staff. (500 characters)

Organization & Project Information

- **Year Organization Established***
Please state the year the organization was established.

NOTE: Please keep in mind that evaluators will not be able to see the questions posed under each section title. Therefore, please incorporate the original questions into your responses. Answers such as "Yes" and "No we do not" do not incorporate the original questions and will not be informative.

- **Project Description***
Please use the following space to answer the list of questions provided below. Since the questions below overlap, you may incorporate the information in whatever format you wish. You are not required to use the topics as subject headings. You may copy and paste content from your own documents created offline. You may copy and paste bulleted or numbered lists into responses, but text formatting (indents, bold, italics) will not be preserved. (10,000 characters)

Nature and Purpose - What do you want to do and how?

Cultural Context - In what ways does this project address a felt need in its context? What are the cultural obstacles or advantages involved with your ministry?

Strategy & Evaluation - What is the strategy for accomplishing this project? How will you evaluate and measure success? What are the expected outcomes?

Use of Funds - How would grant money be used?

- **Collaboration***
Are you doing this project in collaboration with other organizations in your geographical area or type of ministry? Are you involved with the national church in this area? Please list your collaborative partners. (1000 characters)
- **Staff***
Please upload a list of your staff, including a short biography (1-2 paragraphs) to introduce those who will be most integrally and personally involved with the project for which you are requesting funding.
- **Board of Directors***
Please upload a list of your board of directors. Please include names, affiliations, professional or volunteer positions held and any other information you believe may be helpful.
- **Additional Information**
Is there anything else you feel would be helpful for us to know? (1800 characters)

Budget

- **Organization Budget***
We hope to understand the bigger picture of your organization and how your request fits into this picture. Please state the overall operational budget of your organization. If your organization is small, this may be the same as the project budget below. If your organization is larger, this may be the overall budget of your whole organization. This may be a national/regional budget if your organization is multinational/worldwide. Please feel free to clarify with Rivendell admin if you are not sure of what information is desired for your particular ministry.
- **Project Budget***
Please provide a copy of your operational budget for this project. You may upload a digital file here and make any desired comments. 2MB (1200 characters)
- **Other Funding Sources***
Please list other funding sources by category (i.e. foundations, churches, individuals, etc.) and the percentage of funding from each.
- **Financial Audit***
Please upload the financial (numerical) summary page(s) from your most recent independent financial audit or documents filed with the IRS and make any desired comments. (500 characters)

Images & Documents

You may choose to use all or none of the three upload slots.

- **Pictures and Other Documents (3)**

Please include any pictures or images that might give a visual representation of your ministry/project. Please compress your images for a total of 5MB. If possible, assemble images on one page/document. You may add any desired comments for each upload slot. (1200 characters each)

Information on our Website

- **Images on our Website***

If your organization is awarded a grant for this project, may we use your images on our website?

Yes

No

We are not able to provide images at this time.

- **Information on our Website***

Yes

Organization name & Project description only. No Location.

Organization name & General location only.

Organization name only. Please do not mention project/location.

Project name/description only. Please do not mention organization.

No info please due to security concerns

- **Additional Comments**

Please give any additional directions for what information may or may not be used on our website. We understand the variety of concerns you may have about information being made public. (500 characters)

IRS Status

- **IRS Tax-Exempt Determination Letter**

Please upload a copy of your IRS Tax Determination Letter. If it is in a name other than the one listed above, please describe the relationship. 1MB (500 characters)

Additional Comments (1800 characters)