

Ministering Circle Award Application Instructions

Thank you for your interest in receiving a financial award from the Ministering Circle this year. The Ministering Circle was founded in 1888 by a small group of women dedicated to the principle of service to others. Today, the Ministering Circle continues its service to others through the funding of scholarships, programs, and projects related to promoting the health and wellness of the community.

The information that follows provides the qualifications and requirements for submitting an application.

Qualifications and Requirements

1. Must be a non-profit tax-exempt organization as defined by section 501(c) (3) of the IRS code and include a copy of your IRS Tax Exemption letter.
2. The goals of project/program must be to benefit the health and wellness of the community.
3. Beneficiaries of project/program must be residents of New Hanover County.

Application Process:

To be considered the following must be received no later than December 1st

1. Completed and signed Ministering Circle Award Application
2. A copy of IRS Tax Exemption letter

Mail completed application to:

Ministering Circle Community Health and Wellness Committee
PO Box 3862
Wilmington, NC 28406

MINISTERING CIRCLE AWARD APPLICATION

I. THE ORGANIZATION

Name of Organization _____

Physical Address _____

Mailing Address _____

Web Site _____

Telephone Number _____

Email Address _____

Federal Tax ID# _____

II. CONTACT INFORMATION:

Primary Contact _____ Title _____

Telephone Number _____

Email address _____

CEO/Executive Director – if different from primary contact:

Name _____ Title _____

Telephone Number _____

Email Address _____

III. PROJECT/PROGRAM INFORMATION (Use separate sheet of paper when necessary).

A. Provide a brief history of your organization.

B. State the reason for the request for funds.

Include the following:

- Project/program description and how it relates to health and wellness of the community
- The manner in which the funds will be used
- The extent of the need in the community for your program

C. Is this a new or existing project/program? _____

D. Over what period of time will you spend the award funds? _____

IV. PREVIOUS AWARD RECIPIENTS

This section is to be completed only by applicants who have previously received financial assistance from the Ministering Circle. If an award has been received more than one year, then responses should correspond to the most recent award.

A. Please describe the project/program.

B. Date and amount of award. _____

C. How has the use of this award impacted the community? Include any feedback and/or improvements that occurred as a result of your project.

D. Was the Ministering Circle recognized for its participation in your program/project? If so, how? _____

V. SIGNATURE BY APPLICANT

Print name

Print title

Signature