

# SPECIAL PROJECTS FUNDING APPLICATION

## Contents

- 2 Application Information
- 3 Funding Requirements
- 4 Application Checklist
- 5 Funding Application
- 6 Summary Sheet

## A letter from the Secretary-Treasurer

Dear friend,

Thank you very much for your application to fund a special project. Your request is one of many that will be considered by the ASI Missions Inc. Board. Each proposal is carefully considered and prayed over before a decision is reached.

ASI is unable to fund all the worthy projects submitted, as the only source of our funding is from a single offering received at our annual convention. It is only through God that all things are possible and ASI is thrilled to have partnered with hundreds of projects and entities over the years in sharing Christ around the world.

All applications are required to reach us by December 31 for consideration at our winter board meeting in February. Results, whether accepted or declined, will be mailed in March.

If you have any questions about the application or application process, please don't hesitate to contact us.

We are enthusiastic about the potential of partnering with God in your project.

May your ministry be richly blessed as you seek to serve Him.



A. Ramón Chow  
ASI Secretary-Treasurer

ASI National Office  
12501 Old Columbia Pike  
Silver Spring, MD  
20904  
USA

Phone: 301-680-6450  
Fax: 301-622-5017  
asi@nad.adventist.org

# APPLICATION INFORMATION

---

## Application

All information must be accurate, legible and complete. If requested information is not available please explain why that information is not included or how it can be obtained. All information must be submitted in English.

## Eligibility

Any Seventh-day Adventist ministry is eligible for funding from ASI as long as:

- It is a ministry in regular standing with the Seventh-day Adventist Church.
- It demonstrates a successful operation for a minimum of one full year.
- The organization is a qualified non-profit with an IRS 501(c)(3) determination or has a comparable status.
- Organizational employees work for sacrificial remuneration.
- The organization's board of directors is not comprised primarily of family members (less than 50 percent).
- Supporting ministries must submit a copy of their constitution and bylaws, which must comply with ASI requirements (see "Documents of Governance" on page 3).

Seventh-day Adventist Church entities will be considered for special projects that hold promise of a significant advance of the gospel, but not for regular budget items.

## Amount of Funding

Funding varies from project to project. Approved funding is based on the amount requested and how much money ASI Missions Inc. has available. The approved funding amount may not be the amount requested in the application.

## Application Deadline

All funding applications must arrive at the ASI office by December 31 (see contact information at left). Applications will not be considered if received after December 31. Please contact the ASI office to confirm your application has been received.

## Funding Period

Funding begins the year following the annual ASI Convention in August. For applications submitted by December 31, funding will begin in December of the following year.

## Application Timeline

- December 31 – Deadline for submission of applications.
- January – Compilation of data for ASI Missions Inc. board.
- February – ASI Missions Inc. board meets to review all submissions.
- March – All applicants are notified of the final decision.
- August – Projects presented at ASI Convention, and included in convention program.
- December – First half of funding is disbursed to approved projects.
- Undefined – Project progress report required from the recipient.
  - Final half of funds is disbursed after first project report is received.
  - Final progress report required from the recipient.

ASI National Office  
12501 Old Columbia Pike  
Silver Spring, MD  
20904  
USA

Phone: 301-680-6450  
Fax: 301-622-5017  
asi@nad.adventist.org

# FUNDING REQUIREMENTS

---

## Project Narrative

Submit a one-page, single-spaced narrative that includes your mission and vision statements. Describe what difference this project will make in the pursuit of your organization's mission and purpose. Specify how the project will be completed and how its success will be measured. Also submit a photo that illustrates the nature of the project and is suitable for publication.

## Project Budget

Include a complete budget for the project. List all items necessary to accomplish project objectives. The budget should clearly identify sources of all anticipated contributions.

## Financial Statement

Attach a financial statement that reflects your organization's current financial status.

## Board Minutes

Submit a copy of your organization's board and/or executive committee minutes showing approval for this project.

## Officers and Board Members

Enclose a current, complete list of officers and governing board members with their addresses and occupations.

## Non-Profit Status

For US-based applicants, submit a copy of the IRS 501(c)(3) certification letter indicating your organization's non-profit, tax-exempt status. For non-US applicants please attach government-issued documents demonstrating non-profit status.

## Documents of Governance

Enclose articles of incorporation and organizational constitution and bylaws. The latter must clearly show that the organization's overall philosophy is in harmony with the Seventh-day Adventist Church. It must also specify that board members be Adventist Church members in regular standing. And the dissolution clause must clearly state that the organization's assets would go to another Adventist-controlled 501(c)(3) organization.

## Accountability

A minimum of two progress reports will be required for approved projects. One must be provided before the second installment of ASI funds can be received. Upon completing the project, another report must be provided, detailing how the project advanced to completion and assessing its impact. A digital photo should accompany each report.

ASI National Office  
12501 Old Columbia Pike  
Silver Spring, MD  
20904  
USA

Phone: 301-680-6450  
Fax: 301-622-5017  
asi@nad.adventist.org

# APPLICATION CHECKLIST

---

Use this checklist to assure compliance of all requirements. All material must be received at the ASI office by December 31.

## Application

- Applicant information
- Financial status
- Budget
- Summary sheet

## Project Narrative

- Mission and vision statements
- Description of how the project's success will be determined
- Potential applications to other entities or settings
- Assessment of community needs
- Photograph/image (high-resolution jpeg preferred)

## Project Budget

## Financial Statement

## Board Minutes

## Officers and Board Members List

## Non-Profit Status Papers

- IRS Tax Letter and Certificate
- Comparable documents if outside United States

## Documents of Governance

- Articles of incorporation
- Constitution and bylaws

ASI National Office  
12501 Old Columbia Pike  
Silver Spring, MD  
20904  
USA

Phone: 301-680-6450  
Fax: 301-622-5017  
asi@nad.adventist.org

# FUNDING APPLICATION

## Applicant Information

Organization name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Prov. \_\_\_\_\_ Postal Code \_\_\_\_\_ Country \_\_\_\_\_

Work phone \_\_\_\_\_ Home/mobile phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Date of incorporation & beginning of operations \_\_\_\_\_ Year organization joined ASI  
 (if applicable) \_\_\_\_\_

## Financial Status

\$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 Total assets Property market value Current liabilities,  
 including mortgages

Total budget for last three years:

2008 \$ \_\_\_\_\_  
 2007 \$ \_\_\_\_\_  
 2006 \$ \_\_\_\_\_

Average worker remuneration (monthly) \$ \_\_\_\_\_

Amount of highest paid worker (monthly) \$ \_\_\_\_\_

List all donations of \$5,000 or more for the last three years (*use additional pages if needed*):

|               |               |               |
|---------------|---------------|---------------|
| 2008 \$ _____ | 2007 \$ _____ | 2006 \$ _____ |
| \$ _____      | \$ _____      | \$ _____      |
| \$ _____      | \$ _____      | \$ _____      |

Outstanding debts of 60 days or more:

60 days \$ \_\_\_\_\_ 120 days \$ \_\_\_\_\_  
 90 days \$ \_\_\_\_\_ Total debt \$ \_\_\_\_\_

## Budget

Amount requested from ASI \$ \_\_\_\_\_  
 Current funds available \$ \_\_\_\_\_  
 Total project budget \$ \_\_\_\_\_  
 Expected project launch date: \_\_\_\_\_  
 Expected completion date: \_\_\_\_\_

|   |      |
|---|------|
| Responsible administrative officer<br><i>(name and title—print clearly)</i> |      |
| Signature   | Date |

ASI National Office  
 12501 Old Columbia Pike  
 Silver Spring, MD  
 20904  
 USA

Phone: 301-680-6450  
 Fax: 301-622-5017  
 asi@nad.adventist.org

# SUMMARY SHEET

---

*Each item must be answered on this sheet.*

1. Provide a brief description of the intended use of requested funds.
2. Describe your organization's recent history in regards to meeting its budget and generating sufficient income for operating needs.
3. If project requires more than ASI funding, explain how you propose to raise additional monies.
4. Describe the organization's background (i.e. years of operation, regular income sources, ministry activity, and accomplishments).
5. Analyze prospects for future operation and development. Where is your ministry going?
6. How does the community where you function view your organization?
7. How do the people you serve and others in your area benefit from your organization?

ASI National Office  
12501 Old Columbia Pike  
Silver Spring, MD  
20904  
USA

Phone: 301-680-6450  
Fax: 301-622-5017  
asi@nad.adventist.org