

**PACIFIC UNION CONFERENCE**  
**Adventist-Laymen's Services and Industries**  
**SPECIAL PROJECTS FUNDING**  
**Application Information**

1. Name of Organization \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Date of incorporation/opening \_\_\_\_\_  
 Administrative Officer \_\_\_\_\_  
 Year you joined ASI \_\_\_\_\_  
 Why you joined ASI \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature \_\_\_\_\_

**II. Financial Status**

A. Assets: \$ \_\_\_\_\_  
 Market Value: \$ \_\_\_\_\_  
 Current Mortgage: \$ \_\_\_\_\_

Total budget for the last three years:  
 20 \_\_\_\_\_ \$ \_\_\_\_\_  
 20 \_\_\_\_\_ \$ \_\_\_\_\_  
 20 \_\_\_\_\_ \$ \_\_\_\_\_

Average salary for employees per month: \$ \_\_\_\_\_

**B. Financial Plan**

1. List all donations of \$100 or more for the last three years:

		Source
20	\$ _____	_____
	\$ _____	_____
	\$ _____	_____
20	\$ _____	_____
	\$ _____	_____
	\$ _____	_____
20	\$ _____	_____
	\$ _____	_____
	\$ _____	_____

(Use back of page or separate document if necessary)

2. List outstanding debts of 60 days or more:

		Primary Use
\$ _____		60 days _____
\$ _____		90 days _____
\$ _____		120 days _____
\$ _____		Other _____

**B. Financial Plan cont.**

3. Budget:

Amount requested from ASI: \$ \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

Funds on hand: \_\_\_\_\_

Date you expect to begin project 20 \_\_\_\_\_

Date you expect to finish project 20 \_\_\_\_\_

III. Give a detailed account of how you intend to use these funds:

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IV. Describe your ability to budget your present operation from regular income:

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V. If this special project requires more than ASI funding, how do you propose to raise it?

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VI. Describe the organization's background (years of operation, sources of income, etc.)

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VII. Board of Directors

Name

Business

Name	Business
_____	_____
_____	_____
_____	_____
_____	_____

X. Prospects for future operation and development:

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XI. Community:

A. How does the community view your organization?

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B. How does the community benefit from your organization?

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XI. Attachments:

- A. A complete budget of the project.
- B. The list of governing board members, addresses and occupations.
- C. Copy of the Federal Tax-exemption certificate 501(c)3 or comparable document.
- D. Your most recent financial statement.
- E. Photos of project, i.e. clinic, truck , people, project, schools

**BASIC REQUIREMENTS**

- 1. You must have been in successful operation for at least one full year.
- 2. You must have a non-profit notification 501(c)3 or comparable document.
- 3. Your employees should be working for sacrificial remuneration.
- 4. The Board of Directors are not primarily family members.
- 5. You may expect a member of the Special Projects Committee to visit you and make a report to the Pacific Union ASI Executive Committee.
- 6. Your application must be in the Pacific Union ASI office by January 30.
  - A. Applications are considered at the Pacific Union ASI Executive Board meeting in January.
  - B. Funding is then made during the year following the next annual Convention.