



## REQUEST FOR FINANCIAL ASSISTANCE

### 1. ORGANIZATIONAL INFORMATION

- ✓ Your Ministries History
- ✓ Your Ministries Accomplishments
- ✓ Your Ministries Structure
- ✓ The Qualifications of Key People

### 2. THE STATEMENT OF NEED OR OPPORTUNITY

- ✓ Please Outline The Current Situation that your Project will Address
- ✓ Please Explain why Your Ministry is the Right Ministry to do the Project
- ✓ Total Cash Allocation Needed

### 3. GOALS AND OBJECTIVES

- ✓ Please Explain What it is that You Hope to Achieve with Your Project
- ✓ What does the Outcome Look Like?

### 4. PROJECT ACTIVITIES

- ✓ Please Define Exactly How You Are Going to Accomplish Your Project

### 5. EVALUATION PLAN

- ✓ Please Explain How You Will Be Reporting Your Achievements

### 6. ATTACHMENTS

- ✓ Copy of Letter from the IRS- TAX EXEMPT 501C3 Status
- ✓ Provide a List of Board of Directors (Include both Professional & Community Affiliation)
- ✓ Please Include Two Years of Tax Filings
- ✓ Copy of Both Your Quarterly Report and Your Annual Report for the Last Two Years
- ✓ Provide a Copy of Your Balance Sheet for Last Two Years
- ✓ Provide a Cash Flow Statement for the Last Two Years

**Please Mail To:**

Christian Business Association, ATTN: Financial Department, 521 SW Tower Park Drive #313, Lee's Summit, MO. 64081