



Grant Application for Support of Local Hunger Agency

(To Be Completed by the Event Team Leader or Designee and Returned to CWS/CROP Regional Office)

Please read the second page before completing this form

1. Local Hunger Agency: _____
 Contact Person: _____
 Street Address & P.O. Box: _____
 City/State/Zip: _____
 Phone: (____) _____ Email: _____

2. Does this agency have Federal IRS tax-exempt status [(501(c)(3)]? ___Yes ___No

3. If a copy of the 501(c)(3) form has not been previously filed with Church World Service, please attach a copy. (Do not send your State Sales Tax Exemption Number.)

4. If the local agency is not IRS tax exempt, it will be necessary to have a local church or other tax-exempt agency assume responsibility for the grant funds.

Name of church or agency assuming responsibility: _____
 Contact Person: _____
 Street Address & P.O. Box: _____
 City/State/Zip: _____
 Phone: (____) _____ E-mail address: _____

5. Is the project ecumenically sponsored or approved? ___Yes ___No

6. Describe in detail how the grant will be used: _____

7. How will the receiving agency assist in organizing the CROP event? _____

8. Percent of the grant request from funds raised through the CWS/CROP Event : ___%
 (See "d" and "e" on second page.)

9. CWS/CROP Event Location: (City or County) _____ State _____

10. Event Date: _____ 11. Type (Walk, Fast, etc.) _____ 12. Goal \$ _____

13. _____ Date: _____
 (Signature of Applicant)

Regional and National Office Use

Regional Office Recommendation: _____ Date: _____ Authorization: _____
 (Initial)

Event Pin No.: _____ Event Date: _____

RO _____ County _____ Community _____ Control Number: _____



How to Request a Grant for Support of a Local Hunger Agency

Church World Service/CROP will authorize a local Event Committee to request grants based on a percentage of income raised for domestic hunger-fighting projects, provided that:

- a) each operating agency is recognized by the Internal Revenue Service for contribution deduction;
- b) the projects are ecumenically sponsored or approved;
- c) such grants would be supportive of the total CROP Event;
- d) the grant requests do not exceed 25% of the total contributions of that CROP Event;
- e) the total contributions are remitted to CWS/CROP, which will transmit the approved grant percentage requested to the appropriate agency;
- f) the funds are used for hunger or hunger-related programs.

The local hunger-fighting agency must be recognized by the Internal Revenue Service as having tax-exempt status so that contributions to Church World Service through the event will be fully tax-deductible. A copy of the IRS tax-exempt letter must be filed with the AC 112 form when the form is filed for the first time, but need not be filed in a later year. If the agency is not tax-exempt, the name of an exempt agency or church that is responsible for proper use of the funds must be given on the AC 112 form.

Approval by the national Church World Service Office must be obtained **before** any publicity is given when a CWS/CROP local Event Committee wishes to apply for a grant to support a local hunger agency. **The grant request should be made at least six weeks before the event.**

To apply for a first-time grant request, the local Event Team Leader or designee must completely fill out the AC 112, *Grant Application for Support of a Local Hunger Agency*, and send it to the CWS/CROP Regional Office. If more than one agency per event is designated as a recipient of the grant, a separate AC 112 must be completed for each agency. Regional staff will ensure that the application meets policy and program requirements and send the form with the recommendation to the National Office. When the application is approved, the regional staff will inform the Event Team Leader of approval.

If the AC 112 for a particular agency has previously been filed and approved and another request for the same agency is made the following year, the regional staff will submit the request to the National Office on behalf of the agency. Any new information related to the local hunger-fighting agency and Event should be provided to the regional staff by the Event Team Leader. When the application is approved, the regional staff will inform the Event Team Leader of approval.

Note: The grant application should be made at least six weeks before the date of the local CWS/CROP Event.

