PLYMOUTH CONGREGATIONAL CHURCH, UNITED CHURCH OF CHRIST
CAPACITY-BUILDING GRANT APPLICATION

The Capacity Building Grant is a one-time grant of $20,000.00 that should permanently impact and improve the agency's ability to carry on its mission while supporting Plymouth Church's priorities and four basic covenants as stated on the Plymouth Grants webpage.

One of these types of grants will be allocated in 2027. As stated, it is a one-time grant. If you have been awarded a capacity grant previously you are not eligible to apply again.

Completed applications must be received by 5 p.m. ET on Jan. 4th, 2027. Applications received after the deadline will not be considered. If you submitted an application and do not get a confirmation e-mail that it was received, contact the church office at office@plymouthfw.org prior to January 4th.

You may submit applications one of 3 ways:

- **Email to: benevolence@plymouthfw.org**
- **Mail to: Plymouth Congregational Church**
  Attn: Benevolence Committee
  501 West Berry Street
  Fort Wayne, IN 46802
- **Deliver to the Church Office – check our offices hours at www.plymouthfw.org**

Date:

Name of Organization:

Address:

Organization Phone:

Email Address:

Application Contact Person: Title:

Phone:

Email:

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1) Describe the mission of your organization. Please include your mission statement or statement of purpose.

2) Describe the people receiving your organization's services, the size and scope of your service area (e.g. Allen County), and the approximate number of people served annually by your organization.

3) Grant Amount Requested:

4) Describe in detail how the grant will be used. Please describe the specific project or program activities.

5) Describe in detail how this grant will permanently increase or enhance your organization's capacity to fulfill its mission as outlined in Question 1.

6) Please include a detailed budget for your project along with a plan for sustainability if applicable.

7) Is this grant expected to be the sole funding source for this project? ☐ Yes ☐ No

8) How will the use of these funds be administered?

9) Please outline any volunteer activities that Plymouth Church members might join in for your organization or agency.

10) How does this project or the mission of your organization reflect the priorities and one or more of the four covenants of Plymouth Church? (see Plymouth Grant Program webpage)

The following documents are required and should be included with your application for it to be complete. **Incomplete applications will not be reviewed.**

- Proof of current non-profit status [501(c)3]
- Current roster of board of directors
- Completed Demographic Reference Sheet, included in this application
- Latest internal financial statement, minimally including annual income and expenses

Items to include if available but not required:

- Latest annual report
- Latest audit

Note: The grant recipient is expected to provide a descriptive, narrative report at the end of the calendar year in which the grant was disbursed. The report should outline the project, the results you experienced, and include photos if applicable.

Questions? Contact us at Benevolence@plymouthfw.org

Signature of Director or Board Chair:

Date:

FOR REFERENCE ONLY

DEMOGRAPHIC SHEET

The Benevolence Committee of Plymouth Church is interested in understanding the demographics of organizations we support through our grants each year. Please indicate in the chart below the demographic composition of each leadership group, using numbers rather than percentages. If it is meaningful and/or more correct for you to include identities not listed in the rows below, please feel free to do so.

This information is maintained internally, and the statistics of any particular organization shall not be shared publicly. Aggregated data may be shared in Plymouth materials to illustrate the scope and reach of our grants, but it will not be linked to specific organizations or communities. Please do reach out if you have concerns about sharing this demographic information.

Organization Name:

Geographic Areas Served (use the descriptors most meaningful for your organization, e.g. neighborhood names, zip codes, council district, etc.):

	Governing Board	Executive Director(s)/Officer(s)
Race / Ethnicity		
African American / Black		
Asian / Pacific Islander		
Arab / Middle Eastern / South Asian		
Hispanic / Latino/a/e/x		
Multi-Racial		
Native American / Indigenous		
White (Non-Hispanic)		
Other		
Gender		
Female		
Male		
Non-Binary		
Other		

Are board members compensated for their work? ☐ Yes ☐ No