

# **TRAINING GUIDE & STANDARD OPERATING PROCEDURES FOR FUNDS APPROPRIATION**



**Bishop Vincent Mathews**  
President, COGIC World Missions

**Evg. Tiffanie Y. Lewis**  
Director, International Funds Committee

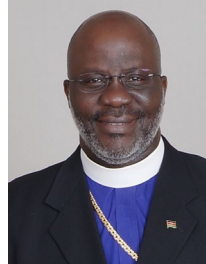
# INTERNATIONAL FUNDS COMMITTEE

## OUR TEAM



**Evg. Tiffanie Y. Lewis**

Director – International Funds Committee  
Assistant Supervisor, Brazil Jurisdiction  
Westland, Michigan



**Bishop Solomon Omo-Osagie**

Kenya 3<sup>rd</sup> Impact  
Ecclesiastical Jurisdiction  
Baltimore, Maryland



**Supt. Eneas Francisco**

Sao Paulo, Brazil



**Evg. Sherinda Robinson**

Baltimore, Maryland



**Bishop Designee Wayne Janecke**

South Africa Fourth  
Ecclesiastical Jurisdiction



**Eld. Tony McClain**

Chicago, Illinois



**Dr. Dayna Moore Foster**

Atlanta, Georgia



**Sis. Triconya Stocker**

Columbia, South Carolina

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**Evg. Tiffanie Y. Lewis**  
Director – International  
Funds Committee





# INTRODUCTION

Dear International Mission Leader,

Thank you for your dedication to the cause of Christ and the countless hours of hard work required to continuously advance the Mission of Missions.

Even while we are experiencing Global Pandemic and War, we are yet still in an exciting time for the Church of God in Christ to make a greater impact on the world in which we live and toward fulfilling the Great Commission.

While we recognize that we do not have enough resources to give to every vision and project that is presented, the saying “little becomes much when we place it in the master’s hands” is a true saying.

These Standard Operating Procedures and Guidelines are designed to give you a greater probability of being considered for funding. You can potentially avoid having your application stalled because of missing or incomplete information.

If, after reviewing this material, you have additional questions, please contact us at [missionsfundingrequests@cogic.org](mailto:missionsfundingrequests@cogic.org).

*Footnote: Funding availability is subject to the financial constraints of the Church of God in Christ and never an absolute guarantee.*

# INTERNATIONAL FUNDS COMMITTEE

## **MISSION & VISION**

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### ★ **Mission:**

To analyze, evaluate, appropriate, adjust and ensure accountability for the COGIC World Missions Department budget in order to ensure proper use of funds.

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### ★ **Vision:**

To ensure that all countries with active mission work have access to available resources to support kingdom building.

# 7 PILLARS



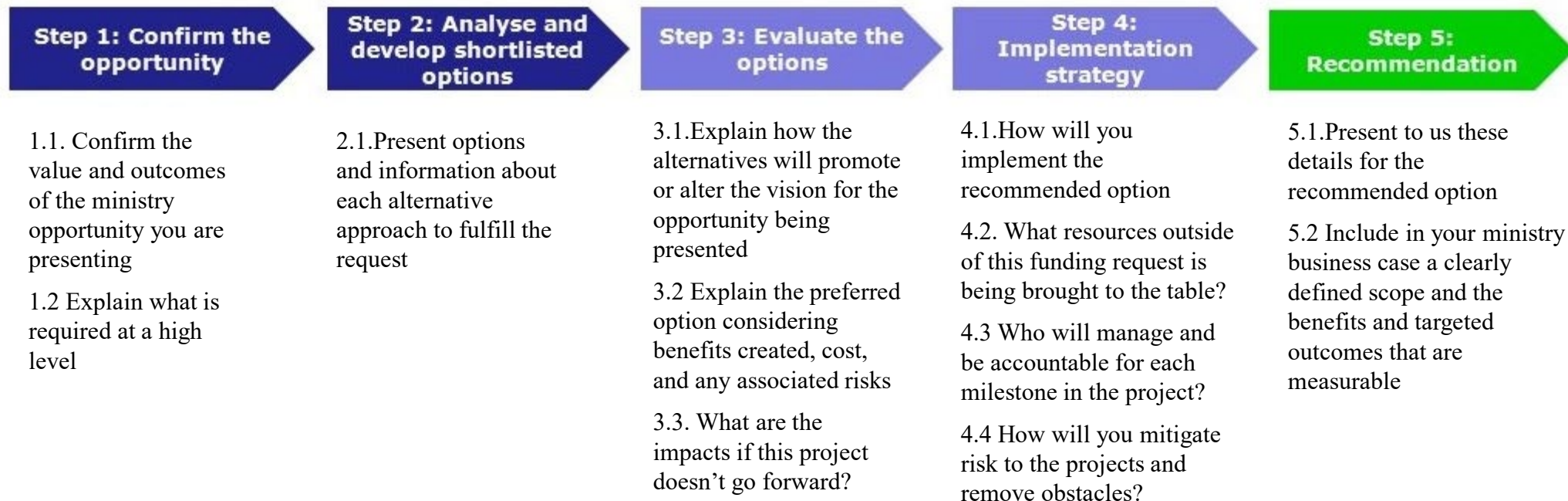
**The application should demonstrate ministry need in one or more of the following seven pillars:**

1. Clinics/Medical
2. Schools/Orphanages
3. Church Construction, Repairs, Maintenance
4. Economic Development, Agriculture, Micro Loans
5. Fresh Water (Wells), Food Distribution
6. Kingdom Leadership Development/Education
7. Ministry Enabling Equipment

# WHAT IS A MINISTRY BUSINESS CASE?

The ministry business case gives justification i.e., explains the need for funding with expected benefit, costs, options that can be considered, and any associated risk of doing or not doing the project. An application with a solid ministry business case has a higher probability of acceptance and approval.

## 5 steps to develop a solid business case





# HOW TO COMPLETE YOUR APPLICATION

## **The following is key information in order to complete your application**

1. All church related properties are to be in the name of the **Church of God in Christ, Inc.** in compliance with the laws/regulation of the requestor's country.
2. List all sources of income and provider of the source to support the initiative.
3. Please explain in detail how the project is to sustain itself once it is completed. If additional financial support will be needed for sustenance, then include a detailed budget with information about the sources of income.
4. For construction projects: Attach a copy of the contractor's actual itemized costs, the plans, and a copy of the deed for the property. Photographs should be included if possible.
5. Where applicable, a copy of the government approval for the requested project must be included with the Grant applications
6. All contact information must be made available should the committee have questions about the request.

**Footnote: The request may require a site visit from a member of the World Missions Department which may extend the time for approval of the application.**



# HOW TO COMPLETE YOUR APPLICATION

Effective November 15, 2021, requests for funds were established into two categories: Grants and Stipends.

- *Grants: One-time payments for a specific person or group*
- *Stipends: Recurring, monthly payments*

Request for funds must be made on either the **Grant Application for Projects** or the **Stipend Application for Ministry Support**.

## GRANT APPLICATION EXAMPLE

Project Details	
Describe, in detail, the project you have and how it relates to any of the World Missions Pillars.	<i>For these items, feel free to elaborate on a separate blank page but please answer the questions specifically asked.</i>
Demographics of community which will be impacted by the request	
How many people will benefit from the request?	
How will they benefit from the request?	
What are your short-term goals for this project?	
What is your plan for long-term success with the project?	

# HOW TO COMPLETE YOUR APPLICATION

Funds Receipt Details	
<b>Amount of Request</b>	
<b>List other resources</b> <i>(i.e. amounts receive from local congregation, US pastor(s), Mission Department stipend, etc.)</i>	
<b>If receiving funds from COGIC World Missions or other sources, how are those funds being distributed to the country being serviced?</b>	
<b>Indicate if this project will require continued support after the initial project is completed</b> <i>(for example, if monthly, indicate the length of time, the amount of support, and sources of support)</i>	
<b>Has this request been made before to any organization?</b>	<input type="radio"/> YES <input type="radio"/> NO
<b>If Yes, was it Approved or Denied?</b>	<input type="radio"/> APPROVED <input type="radio"/> DENIED
<b>If denied, explain</b>	
<b>I understand that I am expected to provide proof that the project has been completed.</b>	<input type="radio"/> YES <input type="radio"/> NO

*It is imperative that you indicate all funds received or expected from other sources to fund this project*

*There should be a sustainability strategy accommodating your application if this section is filled out*

**Footnote: Unreported income sources could result in application denial and suspension from the funding process in the future.**

# HOW TO SUBMIT YOUR APPLICATION

The next fiscal year is from April 1, 2023, to March 31, 2024. The application process for next year opens in the November 2022. Stipend applications must be submitted by **January 21, 2024**, to be considered for the upcoming fiscal year above. Otherwise, requests may be considered for the following fiscal year.

Grant applications can be submitted at any time, but if the requests are greater than \$2,500 USD, they must be submitted by January 21, 2023, prior to the beginning of the next fiscal year.

Applications must be submitted electronically to:  
[MissionsFundingRequests@cogic.org](mailto:MissionsFundingRequests@cogic.org).





# GUIDELINES FOR STRENGTHENING YOUR APPLICATION

**The following guidelines are requirements in order to strengthen your application submission:**

- Any request for funds must be for churches/ministries in good standing with the Church of God in Christ
- The application should demonstrate ministry need aligned to one or more of the seven pillars
- All applications should include a detailed business case with how the funding is used and its impact
- Clear strategy, short-term and long-term goals, evidence of long-term sustainability of the outcome of a completed project apart from the application funding i.e., an orphanage, church, school, clinic, etc. is vital
- The application must be sanctioned by a designated Country or Area Leader such as the Jurisdictional Bishop, Supervisor, or Missions Director.

***Footnote: Unreported income sources could result in application denial and suspension from the funding process in the future.***

# GUIDELINES FOR STRENGTHENING YOUR APPLICATION

**The following guidelines are requirements in order to strengthen your application submission:**

- Completed applications should include budgets, pictures, videos, lease agreements, land ownership proof, and any other artifact that will substantiate verifiable evidence of the project.
- Demonstrated success, detailed plans, documentation and potential to grow programs lead to more favorable funding allocations
- All information requested on the application must be supplied unless it is not applicable.
- Other resources and sources of funding must be provided to us at the time of application submission.

***Footnote: Unreported income sources could result in application denial and suspension from the funding process in the future.***



# GRANTS AND STIPENDS AWARD NOTIFICATION

The contact person on the Grant and Stipend applications will be notified of the final decision in writing by March 1, 2023.

After March 1, the contact person on the Grant applications will be notified of the final decision in writing within 30 days of receipt of the application.

Applications for Emergency Relief, needing immediate attention should be sent to COGIC Disaster Relief.

All questions regarding this process may be directed to [MissionsFundingRequests@cogic.org](mailto:MissionsFundingRequests@cogic.org).



# GRANTS AND STIPEND SUMMARY

- **Reasons for Denied Applications**

- Insufficient information (i.e., missing/incomplete applications, missing supporting documentation/exhibits)
- Misalignment to pillars (i.e., requests for emergency relief, excessive travel expenses)
- Lack of strategic long-term plan (i.e., purchasing plots of land with no other funds or plan to build on the land)
- Lack of/insufficient response to IFC's inquiries or request for interviews

- **Reasons for Approved Applications**

- Completed applications with budgets, pictures, videos, lease agreements, land ownership proof, etc.
- Clear strategy, short-term and long-term goals, evidence of long-term sustainability of projects
- Demonstrated success, detailed plans, documentation and potential to grow programs led to more favorable funding allocations

# GOOD STEWARDSHIP EXPECTATIONS

Now that you have been awarded funds from COGIC World Missions, this is what you need to know:

- Project Check-Ins and audits will occur
- Accounting of how funds were spent
- Funds must be spent for the purpose(s) they were granted for
- Photos – Buildings, church services, school children, renovation needs, proof of land/building ownership (deeds), materials purchased, construction in progress, etc. should be sent to us
- Funds should be spent during fiscal year (proof of purchase, receipts, quotes, invoices, etc.)
- Fundraising Opportunities – Partnerships, Sponsorships, Donations from other non-government organizations will be presented soon
- Stipends are not auto-renewed and applications must be re-submitted every 2 years.

# QUESTIONS & ANSWERS

Thank you for joining our training session!  
For more information, please contact us  
at [MissionsFundingRequests@cogic.org](mailto:MissionsFundingRequests@cogic.org)

