



# Vero Beach Christian Business Association, Inc.

*A Christian Business Networking Organization Supporting Local Ministries*

## CHRISTIAN MINISTRIES DONATION APPLICATION

THE FOLLOWING CRITERIA MUST BE MET IN ORDER TO BE CONSIDERED FOR A CHARITABLE AWARD FROM THE VERO BEACH CHRISTIAN BUSINESS ASSOCIATION:

- YOUR MINISTRY MUST BE A **CHRISTIAN MINISTRY AND CURRENT MEMBER OF VBCBA**
- YOUR MINISTRY MUST CURRENTLY HAVE AN **IMMEDIATE SPECIFIC NEED**
- YOUR MINISTRY MUST USE THESE FUNDS **IN INDIAN RIVER COUNTY**
- YOUR MINISTRY IS **WILLING TO DISTRIBUTE** THE VBCBA DIRECTORY AT YOUR OFFICE AND AT MAJOR EVENTS. (LIST QUANTITY NEEDED:\_\_\_\_\_)

---

NAME OF MINISTRY

**PLEASE ATTACH TO THIS FORM THE FOLLOWING INFORMATION, PLACING A CHECK MARK IN THE BOXES BELOW FOR EACH COMPLETED ITEM:**

- 1. A BRIEF HISTORY OF YOUR MINISTRY, INCLUDING DATE IT WAS ESTABLISHED, EXECUTIVE APPLICANT, PHYSICAL ADDRESS, PHONE, FAX AND E-MAIL.
- 2. YOUR MISSION AND HOW YOU ARE FULFILLING IT. PLEASE PROVIDE STATISTICS AND SUPPORTING DETAILS.
- 3. YOUR IRS APPROVAL LETTER OF YOUR 501 (c) (3) OR ITS EQUIVALENT. IF WE ALREADY HAVE YOUR 501(C) (3) APPROVAL LETTER ON FILE, PLEASE PROVIDE EITHER YOUR 2017 FORM 990, RETURN OF ORGANIZATION EXEMPT FROM INCOME TAX OR A COPY OF THE EMAIL NOTIFICATION FROM IRS THAT FORM 990-N (E-POSTCARD) ANNUAL ELECTRONIC FILING REQUIREMENT FOR SMALL EXEMPT ORGANIZATIONS.
- 4. YOUR 2016 TAX RETURN AND 2017 FINANCIAL STATEMENTS AS OF AUGUST 31ST (BUT NO EARLIER THAN JUNE 30TH) ALONG WITH YEAR 2017 BUDGET.
- 5. YOUR ARTICLES OF INCORPORATION AND BY-LAWS. IF WE ALREADY HAVE THESE DOCUMENTS ON FILE, PLEASE SUBMIT ANY AMENDMENTS.
- 6. IF YOUR MINISTRY IS AFFILIATED WITH ANY OTHER MINISTRIES OR CHURCHES, PLEASE LIST THEM.
- 7. STATE YOUR CURRENT FINANCIAL NEED AND WHAT THE PROPOSED DONATION WILL BE USED FOR IN YOUR MINISTRY.

**APPLICATION MUST BE RECEIVED BY DECEMBER 1, 2017.**

Unfortunately **INCOMPLETE** applications will not be reviewed - if you need help completing the application, please reach out via the e-mail to [info@vbcba.org](mailto:info@vbcba.org) with any questions.

Mail completed application to: 1275 US Hwy 1, Ste 2 PMB 242, Vero Beach, Florida 32960 OR  
completed applications may be hand delivered to:

Marc at Postal Connections - 1275 US Highway 1 Ste 2 - Next to 12<sup>th</sup> Street Publix