

EXTRA COMMITMENT OPPORTUNITY REQUEST FORM
(ALL ECO'S MUST BE A 501(c)3 ENTITY OR WORK GROUP OF THE PRESBYTERY)

(_____ BUDGET YEAR)

PRESBYTERY OF DETROIT

First-time applicants, please complete entire form except RENEWAL DATA. ECO renewal applicants, please complete IDENTIFICATION DATA, PURPOSE DATA questions 1-3, and RENEWAL DATA portions of the form.

Please submit your form no later than January 30 of the year you wish to receive ECO status.

IDENTIFICATION DATA

PRESBYTERY/COUNCIL UNIT MAKING ECO REQUEST: _____

UNIT PERSONNEL TO CONTACT FOR ADDITION INFORMATION:

NAME: _____

PHONE: _____

FORMAL NAME & ADDRESS OF PROJECT FOR WHICH ECO IS REQUESTED

NAME _____

ADDRESS _____

PHONE NO. _____

AMOUNT OF FUNDING REQUESTED: _____

PURPOSE DATA

(NOTE: UNIT MAKING REQUEST FOR ECO MUST ANSWER ALL QUESTIONS BELOW SO THAT THE BUDGET AND FINANCE COMMITTEE CAN COMPLETE VALIDATION PROCESS AND FORWARD ECO REQUEST TO COUNCIL WITH RECOMMENDATION.)

1. STATE THE PURPOSE OF THE PROJECT AS APPROVED BY ITS GOVERNING BOARD.

2. IS THIS PROJECT UNDER THE JURISDICTION OF AN ORGANIZATION WITHIN THE PRESBYTERIAN CHURCH (USA)?

YES NO

IF YES, NAME ORGANIZATION _____

3. HAS REQUESTING UNIT VERIFIED THAT PROJECT'S ACTIVITIES ARE CONSISTENT WITH ITS STATEMENT OF PURPOSE? YES NO

4. IDENTIFY THE PRESBYTERY OF DETROIT MISSION DIRECTION(S) AND GOALS(S) THAT THE SPECIFICALLY STATED PURPOSE OF THIS PROJECT SERVES.

5. DOES THIS PROJECT COMPETE FOR FUNDS WITH THE MISSION PROGRAM OF OUR DENOMINATION? YES NO

FINANCIAL/FUNDING DATA

A. DOES PROMOTION, FUND RAISING AND PUBLIC INFORMATION DESCRIBE ACCURATELY THE PROJECT'S IDENTIFY, PURPOSE, PROGRAMS AND FINANCIAL NEEDS? YES NO

(PROVIDE CURRENT MATERIAL IF AVAILABLE)

B. DOES AT LEAST 60% OF ANNUAL EXPENSES APPLY TO PROGRAM AS OPPOSED TO MANAGEMENT/GENERAL AND FUND RAISING EXPENSE? YES NO

C. DOES ANNUAL EXPENSES OF FUND RAISING EXCEED 25% OF CASE INCOME? YES NO

IF SO, WHY?

D. IS THIS A NEW CHARITABLE PROJECT? (FUNCTIONING LESS THAN 3 YEARS) YES NO

E. DOES THE PROJECT'S RESERVE FUND EXCEED TWO (2) TIMES ITS ANNUAL EXPENDITURE? YES NO

F. WHAT IS PROJECT'S SOURCES(S) OF INCOME? (LIST ALL SOURCES) AND IF DIRECT OR INDIRECT

SOURCE	AMOUNT	SOURCE	AMOUNT
SOURCE	AMOUNT	SOURCE	AMOUNT
SOURCE	AMOUNT	SOURCE	AMOUNT

G. HOW MUCH OF PROJECT'S ANNUAL INCOME IS DERIVED FROM:

CONTRIBUTIONS	_____	%
FOUNDATION GRANTS	_____	%
CORPORATE GRANTS	_____	%
GOVERNMENT GRANTS	_____	%
PROGRAM FEES	_____	%
SERVICES	_____	%
OTHER (LIST _____)	_____	%
TOTAL	_____	%

H. IS THE PROJECT WILLING TO PROVIDE AN ANNUAL REPORT INCLUDING A NARRATIVE DESCRIPTION OF MAJOR ACTIVITIES AND A COMPREHENSIVE FINANCIAL SUMMARY? YES NO
(IF CURRENT ANNUAL REPORT IS AVAILABLE, PLEASE FORWARD WITH THIS REQUEST. INCLUDE A LIST OF PROJECT BOARD MEMBERS.)

I. PROJECT MUST HAVE TAX EXEMPT STATUS UNDER SECTION 501(c)3 OF THE INTERNAL REVENUE CODE OR BE UNDER THE JURISDICTION OF A 501(c)3.

PLEASE INCLUDE A COPY OF THE IRS 501(c)3 DETERMINATION LETTER WITH THIS APPLICATION.

J. WHAT IS SUCCESS POTENTIAL OF THIS CHARITABLE PROJECTS
 EXCELLENT GOOD POOR UNKNOWN

K. HOW WILL SUCCESS POTENTIAL OF THIS CHARITABLE PROJECT BE DETERMINED? (DESCRIBE)

RENEWAL APPLICATION (Received ECO status within prior 3 years)

1. FOR HOW MANY YEARS HAS YOUR PROJECT BEEN AN ECO? _____
2. IF YOU ARE AN INDEPENDENT 501(c)3 , PLEASE PROVIDE A COPY OF IRS 990 OR IRS 990EZ FOR THIS YEAR BEFORE MARCH 31. REALIZE THAT THE ELIGIBILITY TO BE AN ECO IN THIS YEAR WILL NOT BE DETERMINED UNTIL RECEIPT OF THE IRS FORM.
3. IF YOU ARE UNDER THE JURISDICTION OF AN ORGANIZATION WITHIN THE PRESBYTERIAN CHURCH (USA), I.E., DO NOT HAVE YOUR OWN 501(c)3, THEN PLEASE PROVIDE A WRITTEN DESCRIPTION OF ACCOMPLISHMENTS OF THE CURRENT YEAR, AND A DETAILED FINANCIAL SUMMARY FOR THE CURRENT YEAR BEFORE MARCH 31. REALIZE THAT THE ELIGIBILITY TO BE AN ECO IN THIS YEAR WILL NOT BE DETERMINED UNTIL RECEIPT OF THIS INFORMATION.
4. IF FUNDING FOR YOUR PROJECT IS ALSO INCLUDED IN A BUDGET OF A MINISTRY TEAM, COMMITTEE, OR COORDINATING COUNCIL OF THE PRESBYTERY OF DETROIT, WHAT PERCENTAGE OF YOUR ANTICIPATED BUDGET IS SUBSIDIZED BY THE PRESBYTERY? _____
5. INCLUDE A LIST OF PROJECT BOARD MEMBERS.