

St. John Church & Student Center / St. Thomas Aquinas Parish  
327 M.A.C. Avenue, East Lansing, Michigan 48823  
(517)337-9778      elcatholics.org

## **PROPOSAL FOR MATTHEW 25 DISBURSAL RECIPIENT**

### GENERAL INSTRUCTIONS AND GUIDELINES

1. All proposals for 5% donations must include this completed form.
2. The completed form may be left in the parish office.
3. The 5% Disbursal Committee meets three times a year, at which time new proposals are considered. Meetings dates are announced in the parish bulletin.
4. 5% disbursal recipients are groups which serve dire human survival need, providing food, water, shelter, health care and similar basic services.
5. For a group providing services outside the United States, it is preferable that you provide a United States address to which a donation can be sent.
6. There is no guarantee that any proposal will be approved or that, if approved, a group will receive a donation more than once.

Your name, address, phone number and e-mail address

Date

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Name, address, phone number, e-mail address and web site of group you propose. If the group provides services outside the United States, please give a United States address to which a donation can be sent.

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### CRITERIA FOR SELECTION

1. **DIRE NEED:** Describe in detail the dire human survival need addressed by the group.

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(OVER)

2. CREDIBILITY:

A. How is the group using funds efficiently to reach the people served?

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B. How did you decide that the group is credible? \_\_\_\_\_

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C. What percentage of the group's expenditures is used for fundraising and administrative/managerial purposes? \_\_\_\_\_

D. What are the group's sources of funding? \_\_\_\_\_

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E. Please attach the group's latest income/expenditure report.

F. If funds donated to the group are designated to be used exclusively for a particular survival need, is there a guaranty that the funds will be so used? \_\_\_\_\_

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OTHER INFORMATION

1. How did you hear about the St. John Student Parish 5% Disbursal Program? \_\_\_\_\_

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2. What is your connection to, or how did you learn about, the group you propose? \_\_\_\_\_

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3. Has the group received 5% disbursal funds in the past and, if so, when? \_\_\_\_\_

4. If the group is selected for a 5% disbursal donation, state exactly to whom the disbursal check should be written. \_\_\_\_\_

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5. Would personal delivery of the donation be possible? If so, please explain. \_\_\_\_\_

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6. Please attach all available printed information (letters, brochures, articles, financial reports, etc.) about the group and any relevant photographs. Please note if any of these materials must be returned to you.

Thank you for your proposal.