



Construction Management Request Application

Revised: 12/30/10

Statement of Mission and Purpose

Fuel the Mission (FTM) exists to use our God-given construction management talents to serve Christian missionary organizations as they further the Gospel of our Lord Jesus Christ by reaching the lost and making disciples in all nations. We pray that God will find us to be faithful and committed stewards of the talents and resources He has given to us.

Cost to Those Served

Fuel the Mission does not charge for construction management services on approved projects. We will request logistical and financial support regarding travel, housing or other operational issues. Once the project is approved, FTM will work with you to establish a suggested monthly contribution to help cover our expenses.

Funding

Fuel the Mission **does not provide funds** for materials or labor on approved projects. Project funding is the responsibility of the applicant. From time to time, as God leads, FTM may help financially but this is not our standard policy. FTM will help with fundraising suggestions and provide initial direction for the fundraising efforts. FTM will consider the project as an active project once 85% of the project's approved budget has been provided by God.

APPLICATION PROCESS

1. Complete and submit this application to directors@fuelthemission.org along with all additional required documents. We may request future updates, so please save your application on a computer.
2. Fuel the Mission will respond via e-mail, typically within a few weeks of submission. The e-mail will include either an invitation to present your proposed project at our next available FTM Board Meeting via Skype or in person, or may include our decision to respectfully decline the request.

3. After presentation at a Board meeting, applicants will be notified of our decision within a few weeks either by mail or e-mail.
4. FTM Board meetings are held year-round, typically once a month.
5. Should your project be approved, an initial meeting will be held with your organization and a FTM manager to review logistical issues (i.e., design, site survey, approvals, materials, labor timing and funding).

GUIDELINES

- Every applicant must be a Christian ministry, whose primary purpose is to fulfill the Great Commission as stated by Jesus in Matthew 28:18-20.
- Ministries shall **submit their Request Application** well in advance of the project's desired start date, typically **12 months in advance**. On a case-by-case basis, we will prayerfully consider "emergency" needs.
- Depending on the nature of the request and the ability of FTM to meet the needs outlined in the request, the FTM Board may need to review an application at **more than one board meeting** before a conclusive decision can be rendered.
- Applications **will not be accepted if completed by a third party** on behalf of the applicant.
- If the building(s) are used for purposes other than stated in the original application or the direction of the ministry changes, the ministry must send **written documentation of the change and be prepared to reimburse Fuel the Mission for services provided should the change not meet the request requirements**.
- **The FTM Board reserves the right to decline or terminate services at any time for any reason.**

REQUEST CHECKLIST

- ✓ Completed Construction Request Application and supporting documents (please save on your computer for future use).
- ✓ 501c3 IRS Letter of Determination (if applicable)
- ✓ Last Year's 990 Tax Filing (if applicable)
- ✓ Please send all of the above to directors@fuelthemission.org.

REQUEST APPLICATION

Ministry Name

Mailing Address

City State ZIP

Web Site Address

Phone #

Fax #

Physical Address

City State ZIP

Contact Person E-mail

Timeframe for Construction

Are you a 501(c)(3) organization? yes no

If yes, please provide a copy of your **IRS Letter of Determination** stating that the ministry is a 501(c)(3) non-profit organization. If the ministry is not a non-profit organization and your project is approved, FTM may require the ministry to fill out a **W-9 Form** and the ministry may have to claim the gift as income.

Federal Tax ID # :

1. How did you become aware of Fuel the Mission?
2. Please state the specific purpose of your request.
3. What stage is the project currently in? (forward plans, if any)
4. Does your organization have title to the land? Name of land owner?
5. What is the current funding status for the project?

6. Describe specifically how your ministry helps fulfill the Great Commission. How are people plugged into local churches?

7. Please provide a mission statement or position statement outlining your beliefs with regard to Doctrine and Theology. Please indicate whether or not your ministry is associated with a particular denomination. (We accept applications from all Christian ministries regardless of denomination.)

8. Is there any other additional information that you want us to know about your ministry or the proposed project?

Thank you for submitting this request. God bless you!