

**First Presbyterian Church
of
Ann Arbor, Michigan**

**Jeane Seeley Mission Fund
Application Packet**

Completed applications should be sent by electronic mail to the following current committee members:

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Meet Jeane Seeley



Meet one of First Presbyterian's Saints- Jeane Seeley- born in 1916 in Indianapolis, Indiana.

She grew up during the great depression, lost a husband in World War II, graduated from UM in chemistry- one of a few women in her class- worked for Parke Davis, and raised her daughter, Carol, alone until her second marriage at age 51 to John Seeley, whom she met at First Presbyterian Church of Ann Arbor.

Locally she supported fair housing and was active in Presbyterian Women mission works. She also literally "stood for justice" as she felt called to do. In her own words. . .

"One of the most difficult things I ever did in the church was during the Vietnam War. I was against U.S. participation in this war. A national group called "Clergy and Laymen Concerned About Vietnam" promoted the idea of a protest against the Vietnam war in which church members who wished to protest stood quietly during the entire service. . . I remember how lonely it felt, just a few of us scattered throughout that big congregation, feeling everyone's eyes upon us."

Regionally, she made regular trips to the poor sections of Washington, D.C. to work in the "Christ House," providing assistance for many of the residents there who were homeless and suffered from addiction.

Internationally, she traveled with a group to India where she worked along side of Mother Teresa to comfort the dying from the streets of Calcutta.

And when she left us to join our Lord, she left a bequest to the Church for Mission.

In her life, she was involved in mission locally, regionally, and internationally - helping the poor in a hands-on way - as well as standing for justice and peace.

She left us her life's legacy. She trusted us with funds from her estate so that church members might carry on the Lord's work.

We seek to administer this Fund in the spirit of her life of service and faith.

JEANE SEELEY FUND
GENERAL INFORMATION

Guidelines for Distribution of Funds

Members and groups of the congregation may submit proposals for funding to the Jeane Seeley Mission Fund Subcommittee (referred to as the “Jeane Seeley Committee”). Applications with recommendations are referred on to the full Mission Committee of First Presbyterian Church where the final decision regarding an award is made.

The Application must reflect these directives by Session and the Mission Committee:

Adopted by the Mission Committee	11/02/2009
Approved by Session	11/18/2009

General Guidelines It is not necessary that each proposal address each item.

Opportunities for involvement of members of the congregation to experience mission
Intergenerational community bridge-building within and outside the church

Innovative and creative approaches to mission

Ministry to marginalized and at risk persons within Washtenaw County and southeast Michigan

Identification of emerging critical issues or needs that members of First Presbyterian are well-positioned to address

Opportunities for training and experience for the congregation’s youth to appreciate their role and opportunity in fulfilling God’s mission

Applications shall include

- (1) Discussion of the ways in which the project will nurture the spiritual development of its participants.
- (2) Discussion of whether funds for the project are being obtained or sought from other sources, i.e., whether the Seeley funds will be used to leverage additional sources of funding.
- (3) Discussion of whether the proposed project establishes new mission initiatives for the congregation or whether the project builds on current programs.

Applications may be received and reviewed by the Jeane Seeley Fund at any time

**Jeane Seeley Fund
APPLICATION FOR FUNDING**

Application - Effective as of November 8, 2011

It is the intent of the Jeane Seeley Committee to encourage new ideas and missional service with the capacity for meaningful results as well as to be good stewards of the Fund. For this reason, the Jeane Seeley Committee is happy to participate in an early review of the “concept or idea” you are considering, or assist you developing your proposal. Otherwise, applicants may submit page 5 and question # 1 on page 6 only to determine an initial feasibility of funding or may submit the entire Application. The Committee may request a meeting with applicants to discuss their proposal.

The Committee has not limited the number of awards nor the dollar amount to be made available during the year. This approach has been endorsed in order to allow flexibility in selecting projects and to expedite implementation. Within 30 days following the receipt of an Application by the Jeane Seeley Fund Committee, feedback will be given regarding recommendations. The Mission Committee of First Presbyterian Church makes final grant determination.

Please complete the most current Application form located in the Church office and on the Church website or request the most current Application from the Mission Committee Chairperson. Applications should be submitted by January 10th; April 10th, July 10th or October 10th to be considered in that quarter’s review.

Completed Applications and all communications regarding a proposal should be made via the Chair of the Jeane Seeley Committee, a subcommittee of the Mission Committee. The Chair of the Mission Committee will always be able to identify the current Jeane Seeley Fund Chairperson and ways to communicate with that person.

Who is Eligible to Apply

Members of First Presbyterian Church of Ann Arbor

Groups or programs of First Presbyterian Church of Ann Arbor for projects or activities outside of current church budget and purpose

Non Profit Organizations with active, sponsoring members of First Presbyterian Church of Ann Arbor

Exclusions

Requests that would not directly benefit those in need beyond our church walls

Requests from for-profit enterprises and/or applications for personal gain

Requests that would result in adding staff to First Presbyterian Church of Ann Arbor

Recipients may not use this grant to promote or market their personal businesses.

THE APPLICATION

Submission Date _____

Title of project or request _____

Beginning date _____ Ending date _____ Is it ongoing? _____

Name of applicant or group _____

Name of responsible person _____ Phone or email _____

List of team participants _____

Amount requested _____ When needed _____

DOES THE APPLICATION FIT THE GUIDELINES?

Please indicate if your application relates to any of the GUIDELINES below. It is not required that every project achieves all of these items in order to be approved.

NO ___ YES ___ Opportunities for involvement of members of the congregation to experience mission

NO ___ YES ___ Intergenerational community bridge-building within and outside the church

NO ___ YES ___ Innovative and creative approaches to mission

NO ___ YES ___ Ministry to marginalized and at-risk persons within Washtenaw County and southeast Michigan

NO ___ YES ___ Identification of emerging critical issues or needs that members of First Presbyterian are well-positioned to address

NO ___ YES ___ Opportunities for training and experience for the congregation's youth to appreciate their role and opportunity in fulfilling God's mission

Please discuss in more detail how the guidelines apply in the section that follows.

DESCRIPTION OF ACTIVITY OR PROJECT

In 300 words or less per question (brevity without sacrificing clarity is appreciated) please provide the following information:

- 1. Describe the project and the meaningful results impact on those served.**
- 2. In what ways will the project nurture the spiritual development of its participants?**
- 3. Does the project establish new mission initiatives for the congregation or does it build on current programs?**
- 4. Will funds for the project be obtained or sought from other sources, i.e., will the Seeley funds will be used to leverage additional sources of funding?**
- 5. Do you intend to sustain the project over time, and if so, how will it be financed?**
- 6. Please complete or attach a spending plan or budget with line items and expected timelines for expenses.**

Expense Item	\$ Needed	When Needed	Purpose

7. How and who will keep financial records of expenses and receipts?

It is expected that the Fund recipients will keep records of expenses with receipts submitted quarterly and that they will inform the Jeane Seeley Committee if they experience unexpected difficulties. For example, it may be permissible to shift money among budgeted line items, as necessary, if the Committee approves.

The Committee desires to partner with the recipient to be successful in their missional endeavor. However, the Committee reserves the right to terminate funding if funds are not used according to plan or are misused.

8. How will you communicate to the congregation God's work through this project?

We believe that one aspect of missional work is in telling the stories so that others in the church may be able to see God at work through these projects. During the funding period we ask that you share how the project or activity has impacted those you seek to serve in the name of Christ.

QUARTERLY UPDATES

Brief quarterly updates are expected as to (a) what is going well and if you are on schedule, (b) what the challenges are, (c) an accounting of expenditures, and (d) if you request assistance.

Who will provide this information? _____ phone or email _____

Name of Applicant completing this form _____

Address _____ City _____ State: _____

Phone number _____ Email address _____

Jeane Seeley Fund Grant Agreement

The Jeane Seeley Fund awards a grant in the amount of _____

To the Applicant _____

For the Project titled : _____

To be disbursed according to the specifications in the Application, which may be amended by mutual consent, or by the Jeane Seeley Fund if the Applicant fails in their duty to perform according to the Application.

The recipient agrees to provide for financial accountability, including quarterly updates and receipts of expenses.

The recipient agrees to inform the Jeane Seeley Fund Committee of unexpected difficulties impacting the potential success of the project and to seek support and guidance.

The recipient agrees to inform participants of any potential adverse conditions or potential dangers associated with the activity and to complete Waivers for missional work in accordance with First Presbyterian Church of Ann Arbor policy.

Your quarterly report schedule is:

First quarter _____; Second quarter _____; Third quarter _____

Annual review: _____

Applicant(s) Signature _____ Date: _____

Applicant(s) Signature _____ Date: _____

Mission Committee Chair Signature: _____ Date _____