

Mission Match[®] Application Procedures

Application Procedures Introduction

Mission Match is now focused on working with historically Christian congregations that want to help, in Jesus' name, "close the Promise Gap": the difference between the goals set by global leaders to reduce the global Under-age-5 Mortality Rate (U5MR) and the actual U5MR.

The specific goal of Mission Match is to assist historically Christian congregations that want to carry out projects, in Jesus' name, to impact one of the 22 causes of death in children under age five in one of 40 countries. These 40 countries were selected because, as of 2015, they were behind the curve in meeting global goals to reduce their U5MRs to meet the next goals set.

Congregations can qualify for a Mission Match Matching Contribution if:

- The Congregation is historically Christian¹ and is located in the U.S.
- The Congregation applies to reserve, and receives written approval notification for, a Mission Match Matching Contribution **before** the funds to be matched are raised.
- The Congregation's mission project is to be carried out in Jesus' name, and addresses one of the 22 listed causes of death in children under age five in one of the 40 listed countries.
- The Congregation plans to raise the funds to be matched through intentional giving by people in the Congregation. See the Application Guidelines for full details on what donations are eligible to be matched.

Application Procedures

How a Congregation can apply for a Mission Match Matching Contribution.

This pre-approval process may take up to 20 days. NOTE: A congregation is limited to receiving one Matching Contribution in any given calendar year.

1. Complete and submit the Application and wait until Step 2 below is complete **before** raising the money that is to be matched.

Before raising the money to be matched: Be sure to wait to receive the Written Approval Letter notifying the Congregation that the Congregation's Application has been approved and the Matching Contribution amount has been reserved for the Congregation (see Step 2 below). Allow up to 20 days between receipt of the Congregation's mailed Application in the Mission Match Office and the Written Approval Letter being sent.

- a. Review the Application Guidelines to decide if the Congregation's proposed mission project meets the provisions outlined there.

- b. The Application will ask the Congregation leaders to affirm that those submitting the Application on behalf of the Congregation have read and agree to abide by the Application Terms and Conditions.
- c. The Application will ask the Congregation to select one of the 40 Countries and which one of the 22 causes of death in that country that the Congregation's project will address.
- d. The Application will ask for the selection of the amount of Mission Match Matching Contribution that the Congregation is requesting. When an amount of Matching Contribution is selected, the Congregation is indicating the intention to raise at least that much in expanded mission money within the Congregation, to be matched by Mission Match.

Remember that, as explained in the Application Guidelines, certain types of fundraising proceeds are not eligible to be matched.

- e. The Application is a fillable PDF. Fill in the blanks, save the PDF, and then print it.
- f. Complete the printed Application in pen, including the affirmations and signatures, and mail the printed Application, with the necessary signatures and the requested enclosures, to:

Mission Match
empty tomb, inc.
P.O. Box 2404
Champaign, IL 61825-2404

Be sure to enclose:

- f1. The printed, completed and signed Application.
- f2. A cover letter on the Congregation's letterhead. The person who will serve as the contact person with the Congregation should sign the letter
- f3. A recent bulletin from the Congregation's main worship service.

Remember: In order for a Congregation's Application to be considered for a Matching Contribution, the Congregation's printed, signed, and mailed Application, with enclosures, must be received in the Mission Match office. Allow up to 20 days for a response.

- 2. Receive a Written Determination Letter notifying the Congregation of Mission Match's determination regarding the Congregation's Application.

If the Congregation's Application is approved, the Mission Match office will notify the Congregation in writing that the reserved money will be available for the Congregation's mission project if the Congregation raises the expanded

mission money, and requests the reserved funds, within the Reservation Period, which is up to 90 days from the date of the Written Determination Letter.

3. Raise expanded mission money in the Congregation to be matched, offering at least one opportunity in writing to all those affiliated with the Congregation to contribute toward the money goal the Congregation has selected for this project. An example of this offer, which can be a newsletter article or a bulletin announcement, should be sent with the Request Form. See the Application Guidelines for a full description of the money that is eligible to be matched.
4. Once the Congregation has raised the amount to be matched, use the provided Request Form to notify the Mission Match office that the Congregation has raised the money and to request that the reserved Mission Match Matching Contribution reserved for the Congregation be sent to the Congregation. The Congregation must request the reserved funds within the 90-day Reservation Period.

Allow two weeks from the date the Congregation's Request Form is received in the Mission Match Office for the Mission Match Office to process the Congregation's Request Form.

5. The Mission Match Office reviews the Request Form information, and if all is in order, sends the Congregation a check, up to the approved amount, to match money raised for the Congregation's mission project.
6. The Congregation will have 30 days from the delivery of the Mission Match Matching Contribution check to distribute both the Match Contribution and the matched money raised by the Congregation to the mission project named in the Congregation's Application. The Congregation commits to returning the provided Confirmation Form no later than 30 days from the date the Matching Contribution is received.
7. The Congregation provides the follow-up information requested, using the provided Comments Response Form, within 60 days of the date the Matching Contribution is received.

And may God bless your efforts to help, in Jesus' name, close the Promise Gap and so love the little children of the world!

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¹The definition of "historically Christian" includes that combination of believers with a historically acknowledged confession of the faith (for example, Anabaptist, Baptist, Catholic, Evangelical, Fundamental, Lutheran, Mainline, Methodist, Orthodox, Pentecostal/Charismatic, Protestant, and Reformed communions). See the Application Guidelines, section I.G.: Need for Historically Christian Guidelines for a more comprehensive discussion.