

THE DCI FUND

Guidance Notes to be read before making any application.

We consider applications to provide gifts, interest-free loans or 50/50 partnership contributions in these seven areas:

1. Opening new Schools of Mission or similar training centres.
2. Helping young people make a start in following the call of God to the lost, last and least of the world.
3. Taking the gospel to people on the Joshua Unreached List.
4. Innovative social action of all kinds like Sports Championships.
5. Micro-credit Banking for the Poor and vocation training.
6. Medical mission or other mercy projects for the lost and the poor.
7. Emergency, life or death issues. This category is only open to known and trusted members of the DCI network who are facing sudden crises, for example following an accident or in serious illness. Send us all the information and we will contact you.

We regret that we **cannot** accept applications for the following as we feel that these are the responsibility of the local people or church:

Requests to provide personal income, businesses, support, salaries or monthly expenses for the personal benefit of the applicant.

Building programmes or the purchase of cars, motor-bikes, computers, scanners, cameras and copiers.

The **four basic criteria** we employ to evaluate every application are:

1. Is the applicant in relationship with us ? *
2. Is the applicant a good and truthful communicator ?
3. Can the applicant give evidence of proven integrity ?
4. Is the applicant competent to run the project ?

* Our first **guiding principle** is that sponsorship **only** ever follows relationship and friendship. Relationship begins through communication and working together, which leads to a two-way friendship and a growing mutual trust, which may then be followed by sponsorship if this is required to complete an agreed project.

* Our second **guiding principle** is that the DCI Fund does not provide "hand-outs" or aid, instead we consider "hand-ups" - that is giving a helping hand to pull people upwards into long-term solutions for their needs and opportunities. For example we will not buy chairs for a School of Mission or church but we will buy tools and initial materials to provide employment for a man or woman who can make chairs for the School and to sell in the market place.

At present the Board can only consider communications written in clear English that we can understand easily.

The board of the DCI Fund employs a zero-tolerance policy without any appeal in the case of the submission of any false information or even a hint of dishonesty or fraud.

The DCI Fund cannot pay or employ you to start a School of Mission, church or project. We look for your investment first, then for your faithfulness, communication, integrity and perseverance. We may help you with agreed start-up costs that you cannot find yourself and we will hope to develop a partnership with you.

The DCI Fund seriously regrets that it cannot help with long-term or monthly funding of orphans because we do not have the legal permission to engage in this kind of activity. This is because we are not equipped to do the continual supervision and staff checks that are demanded by UK law to protect vulnerable children. We might be able to help to launch an orphan care project with a one-off gift if the project is an activity linked to an affiliated School of Mission or church.

If any sponsored project fails to send a receipt, a letter of thanks and a report with photos within one month it will not be allowed to ask for extra funds in the future.

A married lady will need to send us the permission of her husband to make an application, unless there are very good reasons why this is not possible. A single lady will need to be under the care of her family or a pastor. We only request this to honour the biblical and cultural requirements present in many societies. We are very happy to support ladies, in fact the majority of our beneficiaries are female and if this condition is a problem for you we will talk about it.

If you have any questions please ask now before completing your application form. E-mail: support@dcf.org.uk Website: www.dcf.org.uk Thank you. We wish you well and we hope that we can serve you and work together.

To return your application please complete all the required questions and then sign and scan the pages into **Word** document format and send them as an attachment to support@dcf.org.uk preferably in a zip file to save space. If you cannot scan into Word then please scan into .jpg format. Alternatively we have a fax line on +448717145798 but this does not always work with fax machines overseas. You may not use your wife or family as a witness to your application and signature.

The DCI Fund, England.

This page is dated January 16th 2010 and replaces all previous pages.

QUESTIONS BEFORE YOU START

1. Have you made an **INITIAL ENQUIRY** and been given permission to continue ?
YES or NO ?

If **NO** please return to the website page and make an **INITIAL ENQUIRY**.

2. Are you already **COMMUNICATING** with us, sending us your news and begun to build a **RELATIONSHIP** and **FRIENDSHIP** with us ? If **NOT** please do not apply now but return to our website and explore the possibilities, please see **Guiding Principle 1** in the guidance notes.

YOUR PERSONAL DETAILS IF WE DO NOT HAVE THEM ON FILE

Otherwise this must be completed in full. You may replace the lines with type. Please return the form to us by e-mail with scans of the requested documents. If you do not submit a complete and correct application we will be sorry to return it to you and you may have to wait six months before applying again.

1. What is your full name ?

2. What is your postal address ?

3. What is your telephone number ?

4. What is your e-mail and website ?

5. What is your age ?

6. Are you: married / single / widowed / divorced ?

6. Please write a brief history of your life, faith and family:

7. What is your occupation ?

8. What is the name and address and telephone of your employer ?

9. Please give a brief list of your own giving in the past 12 months.

THESE DOCUMENTS MUST ACCOMPANY A FIRST APPLICATION

1. Please send a scan of your passport/identity card.
2. Please send a photo of yourself, if possible with your family. Other photos of your School, church or project will be very welcome and will help your application.
3. Please send a scan of three references from your denominational and community leaders which must be in English, and on official paper, stamped and signed.

Your name:

Nation:

Date:

Your name:

Nation:

Date:

10. Write a brief outline plan for your project remembering that the maximum first time grant is **US \$1000**, and you are advised to apply for much less. Only one project at any one time can be considered.

Please state the following so that we can understand your plan:

Have you read the guidance notes ? YES or NO (If no, please read them now)

Which category are you applying for ? Circle either 1 / 2 / 3 / 4 / 5 / 6 or 7

Have you applied to anyone else for this money ? YES / NO

Are you leading by your own giving, and giving first ? YES/NO

Are you teaching Biblical giving to your people ? YES/NO

10.1 What do you want to do ?

10.2 Why do you want to do this ?

10.3 Where do you want to do this ?

10.4 When do you want to start and when will the project be finished ?

10.5 Who will supervise you on our behalf and report to us ? Give at least two

names of church elders or local professionals with addresses, telephone and e-mail.

Who will be working with you on your team ?

Who will benefit from your plan ?

10.6 Briefly, how will you develop your plan, step one, step two and so on ?

10.7 How much will it cost to finish the project ? £

You must use £ sterling in your calculations, no other currency.

Give a brief breakdown of the costs:

How much will you or your church put towards it ? £

Where will you obtain your own contribution from ?

10.9 Your Banking details

If your application is successful we will need to send the funds. We do not use Western Union or Moneygram because of the very high commissions they take from your funds. For security reasons we do not send to individuals, only to business or church accounts which require two signatures or more to withdraw funds.

Bank Name

Branch address

Bank SWIFT or IBAN code

Your account number

Your account name

To comply with our limited legal permissions to handle funds please explain

how this plan will advance the Christian faith.

In a few lines please tell us why we should accept this application.

I promise that the information that I have given is wholly true.

Signed:

Date:

Signature of **Witness:**

Name of witness:

Address of witness:

Occupation/Profession of witness:

If this is a BUSINESS FOR MISSION proposal please give the following information:

1. An estimate of income and expenditure for at least 6 months ahead.
2. An estimate of your expected profit for the first six months.
3. An estimate of how many people you will employ and pay, even part-time.
4. Now you must do a simple SWOT analysis to help you and us to understand trading conditions: **S** = Strengths; **W** = Weaknesses; **O** = Opportunities; **T** = Threats. **Ask yourself questions** like these and answer them honestly on a separate sheet of paper:

WHAT ARE OUR STRENGTHS

- What do we do exceptionally well?
- What advantages do we have?
- What valuable assets and resources do we have?

Tips: Be realistic and honest; Think in terms of what you have that your competitors don't have; Don't just take your own opinion but consider how your customers view

your organization.

WHAT ARE OUR WEAKNESSES

What could we do better?

What could we be criticized for or receive complaints about?

Where are we vulnerable?

Tips: Don't ignore weaknesses, but put them on the table; Ask people in the street so you know what outsiders think about you and your competition!

WHAT OPPORTUNITIES ARE AROUND ?

Is my business meeting opportunities that no-one else can see or do ?

Can we see an emerging trend in the market before anyone else ?

Tips: Look at changes in society, government, laws, technology and so on, and see who is meeting the needs or public demands; Be open-minded because key opportunities may come from unlikely and seemingly unrelated sources;

WHAT THREATENS OUR SUCCESS ?

Are any of your weaknesses likely to make us vulnerable and fail ?

What external problems may block our progress?

Are our competitors likely to wipe us out ?

Is there any significant changes coming that will affect this business ?

Will technology change the way people buy your products ?

Are predicted economic trends going to affect you badly ?

Tips: Have an open and future facing perspective. The horse dealers may not have seen the first cars as a big threat, but they were; Environmental issues are important these days, consider them or the law may stop you.

End