

Policy and Instructions for Applicants
WILLIAM H. DUNLAP ORPHANAGE FUND
General Synod, Associate Reformed Presbyterian Church
918 S Pleasantburg Dr Ste 127, Greenville, SC 29607-2424, 864-232-8297
As revised by Board of Directors November 2012

Foreword

The purpose of each board and agency of the Associate Reformed Presbyterian denomination is to carry out a specific ministry of the church. The ministry committed to the Board of Trustees of William H. Dunlap Orphanage (“Dunlap”) is “to provide care, support, maintenance, and education of orphaned, or fatherless, or helpless, or needy children, and to support projects related to such children.”

Our ministry then is to those made vulnerable by unfortunate circumstances and whose vulnerability is compounded by their youth. Our purpose is to assist ~~those~~ those homes and services providing all the following to orphans:

- Basic physical necessities;
- Nurture for spiritual, mental and emotional well-being; and
- Assistance toward greater self-reliance.

Concerning Individuals in Need of Assistance

The most vulnerable of human conditions is that of one who has no advocate (understood Biblically as "one who comes alongside to help"). The death or inability of one or both of a child's natural advocates (i.e., parents) frequently sets the child at a distinct disadvantage in gaining those things necessary for survival and advancement.

It is the policy of Dunlap to consider in its deliberations the various factors contributing to a child's vulnerability. These factors would include such things as:

- (a) The degree to which unfruitful, unnecessary, unhealthy or dangerous circumstances attend the child's situation.
- (b) The amount of effort necessary to lift the child above these circumstances.
- (c) The degree to which the child can provide for his own basic necessities.
- (d) The amount of assistance coming from other sources, etc.

In short, this Board attempts first to determine the degree of disadvantage (or the vulnerability) in which a child is placed by the loss of (a) parent(s), or by the inability of (a) parent(s) to provide for the child's needs.

Second, this Board considers the category of need. These are, by priority:

- (a) Basic necessities of life.
- (b) Spiritual, mental, emotional necessities.
- (c) Educational necessities.

First priority is given to the most vulnerable individuals whose needs are basic to survival.

Definitions

Care: Attention to the needs of another with the aim of providing that which is wanting.

Support: Provision of the basis for existence or promotion of the interest or cause of someone.

Maintenance: Perseverance in the effort put forward in one's behalf.

Education: Instruction intended to enhance one's spiritual, mental, and moral development.

Child: A person from infancy to maturity, but not beyond 25 years of age.

Orphaned: The condition of being deprived of one or both parents, either by death, desertion, or other condition which prevents a person from having access to normal parental care.

Fatherless: The sense of this word comes from an age in which the father was the primary (if not exclusive) provider. This term is understood to indicate the loss of the primary provider, father or mother.

Helpless/Needy: These criteria are taken together because both describe a condition of vulnerability. A helpless person is one with no advocate. A needy person is one whose physical and developmental needs are met either not at all or inconsistently.

Dunlap Statement of Biblical Christian Belief

Introduction

We the Board have the great privilege and responsibility of awarding grants to those who care for orphans in a Christian environment. We are duty bound to ensure that the funds are distributed to homes that understand the title "Christian" in the same traditional, orthodox, and biblical way William H. Dunlap did.

As you apply for grants, please specify that you agree with the "Dunlap Statement of Biblical Christian Belief" below. Also, though not required, we would be encouraged to know the specific steps you are taking to make Christ known to your children. Thank you for the priceless work God is doing through you!

Dunlap Statement of Biblical Christian Belief

We believe in one God, eternally existing in three persons: Father, Son and Holy Spirit.

We believe that the Son, Jesus Christ, was begotten by the Holy Spirit, was born of the Virgin Mary, and is true God and true man.

We believe that the Lord Jesus Christ was crucified and died for our sins as a representative and substitutionary sacrifice, and only those who by His Grace trust in Him alone for salvation are made right with God on the ground of His shed blood.

We believe that the Scriptures of the Old and New Testaments are the Word of God without error in all that it teaches.

We earnestly desire that every child entrusted to our care would profess faith in the Lord Jesus Christ as his or her personal Lord and Savior and we will endeavor to make Him known to each one.

William H. Dunlap Fund, Adopted April 4, 2001 Revised November 7, 2001, March 20, 2002

GUIDELINES REGARDING INTERNATIONAL MINISTRIES

- 1) Dunlap shall be open to international ministry opportunities-where we might work cooperatively with other denominations and/or non-profit organizations to provide total care for children. Except for those occasions where Dunlap might choose to approve a one-year “exploratory” ministry, non-profit organizations must be recognized as tax-exempt under the revenue codes of the United States or Canada.
- 2) Dunlap, through the General Synod, its presbyteries, and congregations, shall consider existing residential care programs which might need financial assistance and which are providing comprehensive physical, educational, emotional, and spiritual care in a Christian environment. Notarized documents of the charity registration must be submitted with application. Grants shall be made only to those projects/organizations that, in the Board's judgment, have a financial likelihood of success. Except as might be approved for those homes and projects with which Dunlap has formulated a formal relationship, funding for such projects shall not exceed five (5) years and, if continued, shall be on a declining basis.
- 3) Applications from overseas ministries shall include names, and contact information of churches and/or individuals in the United States that are contributing to, and are familiar with, the ministry.
- 4) Dunlap shall be open to the establishment of ongoing relationships with a home (or homes) that fulfill all objectives for which William H. Dunlap Orphanage was established. Consideration of such relationships shall be in accordance with the Guidelines for Ongoing Relationships and shall be governed by an agreement approved by the governing boards.

GUIDELINES REGARDING ONGOING RELATIONSHIPS

In June 1978, the General Synod chose to close the William H. Dunlap Orphanage and to use assets gathered for that purpose to endow a fund, the earnings of which would be used to support homes providing comprehensive care in the tradition of the William H. Dunlap Orphanage. Since that time, Dunlap, through the General Synod, its presbyteries, and congregations, has identified existing or proposed residential care programs which provide total care of children in a Christian environment.

Normally, funding for such programs has been limited to five (5) years and has been on a declining basis. Recognizing that there are homes which are doing what the William H. Dunlap Home did in the past, the trustees have adopted these guidelines for establishing ongoing relationships which will enhance the involvement of Associate Reformed Presbyterians in the care, support, maintenance, and education of orphaned, fatherless, helpless, or needy children.

The following criteria must be met before Dunlap shall consider the establishment of an ongoing relationship:

- a. The primary purpose of the ministry must be to provide a home where children receive comprehensive physical, educational, emotional, and spiritual care in a Christian environment.

- b. The ministry must have been approved for funding under the *Policies for the Board of Trustees of William H. Dunlap Orphanage* and must have been approved for funding for at least three (3) consecutive years.
- c. The ministry must:
 - 1) reflect the involvement of an Associate Reformed Presbyterian Church, OR
 - 2) have an Associate Reformed Presbyterian on the board or governing body.
- d. The ministry must be willing to have a member of the Dunlap Board
 - 1) serve as an ex-officio member of their governing board (voice and vote), OR
 - 2) serve as an advisory member of their governing board, but with the right to receive notice and to attend all meetings of the board, including executive session.
- e. Erskine College scholarships shall receive first priority. Once those funds have been set aside, not more than 50% of the remaining funds shall be used for Ongoing Relationships unless otherwise approved by unanimous consent of the Trustees present and voting.

Formal Agreement for Ongoing Relationships

At the meeting in which the third-year funding is approved, Dunlap shall determine if there is sufficient interest to pursue an ongoing relationship. If such interest is indicated, the administrative officer shall be directed to work with the ministry and ARP entities or individuals currently involved in the ministry to prepare a formal agreement for submission to the ministry board and to Dunlap at its next meeting. The formal agreement shall include:

- a. The proposed funding for the year following the approved agreement.
- b. The type of representation from Dunlap.
- c. The reporting requirements of the ministry. Reporting requirements shall include:
 - 1) an annual audit
 - 2) use of allocated funds
 - 3) statement of how the ministry is maintaining comprehensive physical, educational, emotional, and spiritual care in a Christian environment for the children
 - 4) statement of any significant changes in the purpose or operation of the ministry
 - 5) identification of readily, identifiable involvement of Associate Reformed Presbyterian churches or individuals.
- d. Dunlap Responsibilities. Examples of items which might be included:
 - 1) Dunlap shall report annually to the General Synod, listing the name, address, and contact person of the ministry.
 - 2) Dunlap shall provide the ministry with a mailing list of Associate Reformed Presbyterian Churches in its geographical area.
- e. Terms for ending relationship.



William H. Dunlap Application for Grant

Date of request	
Name of and address of organization	
History & primary purpose of organization	
Mission/Vision/Purpose Statement of your organization	
Doctrinal Statement of your organization	
Amount requested for grant	
Specific purpose of the request	
Does your organization provide comprehensive care of orphans in a Christian environment?	
If your organization provides a home, in what state(s) is it licensed?	
Maximum occupancy approved	
Maximum capacity	
Average number of children in the home last year	
Number in home at time of application	
Please note the involvement of Associate Reformed Presbyterians in your organization.	

William H. Dunlap Application for Grant, page 2

<p>Identify any government support provided to your organization.</p>	<p>Type of support: If financial, amount of support in dollars: What percentage of your total support does this figure represent? Government restrictions, if any, on your organization :</p>
<p>Net change in organization Fund Balance in most recent fiscal year</p>	
<p>Net change in Current Assets in most recent fiscal year</p>	
<p>If your application is for a special project, please provide purpose of the project.</p>	
<p>Sources of funding for project</p>	
<p>If funding is provided by Dunlap, how will those resources be applied to this project?</p>	
<p>Does your organization affirm the Dunlap Statement of Biblical Christian Belief?</p>	
<p>Organization Web site</p>	
<p>Name of person completing application</p>	
<p>Name and title of primary contact if different from person completing application</p>	
<p>Telephone number of contact person</p>	
<p>E-mail address of contact person</p>	
<p>Please attach the following:</p> <ul style="list-style-type: none"> a) Typical daily schedule for the children in your care. b) List of staff members c) List of board members d) If this is an organization not operating in the US or Canada, provide a list of churches and individuals in the US who contribute to the organization and who are familiar with your ministry. Contact information should be included. 	
<p>Please provide 12 copies of this application form and include ONE copy of each of the following documents:</p> <ul style="list-style-type: none"> a) Articles of Incorporation b) Bylaws c) 501 (c)3 determination letter d) Most recent audited financial statement. 	

GUIDELINES REGARDING INTERNATIONAL MINISTRIES

- 1) Dunlap shall be open to international ministry opportunities where we might work cooperatively with other denominations and/or non-profit organizations to provide total care for children. Except for those occasions where Dunlap might choose to approve a one-year “exploratory” ministry, non-profit organizations must be recognized as tax-exempt under the revenue codes of the United States or Canada.
- 2) Dunlap, through the General Synod, its presbyteries, and congregations, shall consider existing residential care programs which might need financial assistance and which are providing comprehensive physical, educational, emotional, and spiritual care in a Christian environment. Notarized documents of the charity registration must be submitted with application. Grants shall be made only to those projects/organizations that, in the Board's judgment, have a financial likelihood of success. Except as might be approved for those homes and projects with which Dunlap has formulated a formal relationship, funding for such projects shall not exceed five (5) years and, if continued, shall be on a declining basis.
- 3) Applications from overseas ministries shall include names, and contact information of churches and/or individuals in the United States that are contributing to, and are familiar with, the ministry.
- 4) Dunlap shall be open to the establishment of ongoing relationships with a home (or homes) that fulfill all objectives for which William H. Dunlap Orphanage was established. Consideration of such relationships shall be in accordance with the Policy Guidelines for Ongoing Relationships and shall be governed by an agreement approved by the governing boards.

GUIDELINES REGARDING ONGOING RELATIONSHIPS

In June 1978, the General Synod chose to close the William H. Dunlap Orphanage and to use assets gathered for that purpose to endow a fund, the earnings of which would be used to support homes providing comprehensive care in the tradition of the William H. Dunlap Orphanage. Since that time, Dunlap, through the General Synod, its presbyteries, and congregations, has identified existing or proposed residential care programs which provide total care of children in a Christian environment.

Normally, funding for such programs has been limited to five (5) years and has been on a declining basis. Recognizing that there are homes which are doing what the William H. Dunlap Home did in the past, the trustees have adopted these guidelines for establishing ongoing relationships which will enhance the involvement of Associate Reformed Presbyterians in the care, support, maintenance, and education of orphaned, fatherless, helpless, or needy children.

The following criteria must be met before Dunlap shall consider the establishment of an ongoing relationship:

- a. The primary purpose of the ministry must be to provide a home where children receive comprehensive physical, educational, emotional, and spiritual care in a Christian environment.

- b. The ministry must have been approved for funding under the *Policy Guidelines Policies for the Board of Trustees of William H. Dunlap Orphanage* and must have been approved for funding for at least three (3) consecutive years.
- c. The ministry must:
 - 1) reflect the involvement of an Associate Reformed Presbyterian Church, OR
 - 2) have an Associate Reformed Presbyterian on the board or governing body.
- d. The ministry must be willing to have a member of the Dunlap Board
 - 1) serve as an ex-officio member of their governing board (voice and vote), OR
 - 2) serve as an advisory member of their governing board, but with the right to receive notice and to attend all meetings of the board, including executive session.
- e. Erskine College scholarships shall receive first priority. Once those funds have been set aside, not more than 50% of the remaining funds shall be used for Ongoing Relationships unless otherwise approved by unanimous consent of the Trustees present and voting.

Formal Agreement for Ongoing Relationships

At the meeting in which the third-year funding is approved, Dunlap shall determine if there is sufficient interest to pursue an ongoing relationship. If such interest is indicated, the administrative officer shall be directed to work with the ministry and ARP entities or individuals currently involved in the ministry to prepare a formal agreement for submission to the ministry board and to Dunlap at its next meeting. The formal agreement shall include:

- a. The proposed funding for the year following the approved agreement.
- b. The type of representation from Dunlap.
- c. The reporting requirements of the ministry. Reporting requirements shall include:
 - 1) an annual audit
 - 2) use of allocated funds
 - 3) statement of how the ministry is maintaining comprehensive physical, educational, emotional, and spiritual care in a Christian environment for the children
 - 4) statement of any significant changes in the purpose or operation of the ministry
 - 5) identification of readily, identifiable involvement of Associate Reformed Presbyterian churches or individuals.
- d. Dunlap Responsibilities. Examples of items which might be included:
 - 1) Dunlap shall report annually to the General Synod, listing the name, address, and contact person of the ministry.
 - 2) Dunlap shall provide the ministry with a mailing list of Associate Reformed Presbyterian Churches in its geographical area.
- e. Terms for ending relationship.