FOR OFFICE USE ONLY: Church GCFA#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 UMCM ACCT# 60-53010-370-1660

Amount Awarded $\_\_\_\_\_\_\_\_\_\_

UMCM Date Received \_\_/ \_\_/ \_\_ UMCM Date Approved \_\_/\_\_/\_\_

**United Methodist Community Ministries**

# **Grant Application Checklist**

Applications for 2024 funding must be returned by October 2, 2023

**Local Church Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ministry Name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

YOUR GRANT REQUEST IS NOT COMPLETE WITHOUT ALL OF THE FOLLOWING:

\_\_\_\_\_\_\_\_ 1) Grant Application form completed in its entirety

\_\_\_\_\_\_\_\_ 2) 2022-2023 Ministry’s Financial Reporting (see item D in the application)

\_\_\_\_\_\_\_\_ 3) One Impact Story

\_\_\_\_\_\_\_\_ 4) Signature page with all signatures

\_\_\_\_\_\_\_\_ 5) Copy of the Church’s Safe Sanctuary Policy

*\* \* \* Email (myoder@wocumc.org), mail, or drop off one hard copy of all required documents to the UMCM office by October 2, 2023, 4:00 pm - no staples please. United Methodist Community Ministries, West Ohio Conference, 32 Wesley Blvd, Suite 100, Worthington, OH 43085. \* \* \**

UMCM Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**United Methodist Community Ministries**

Local Church Ministry Grant Application

For Funding Year 2024

Who Can Apply:

The UMCM Local Outreach Grant program exists to help local UMC congregations launch new outreach ministries in their communities and help existing outreach ministries grow and reach new people in new ways. Eligible ministries should be focused on transforming communities by their healing and empowerment, the spiritual growth of participants, fostering discipleship, and the ministry’s ability to sustain itself going forward. Churches who choose to disaffiliate from the United Methodist Church are ineligible for funding. Any churches who choose to disaffiliate after receiving UMCM funds must repay 100% of grant funding.

Additional References:

The UMCM Outreach Grant program has created an attached document of possible things to consider when creating new ministries.

Application Instructions:

* Complete one grant application for each Ministry for which you are requesting funds. Note that funding is limited to $7,500 per church, per calendar year. UMCM will determine funding priority if multiple applications are received.
* A site visit by a UMCM representative is required prior to approval. An interim report is required during the grant funding year.
* **Your completed grant application – email (myoder@wocumc.org), mail, or drop off one hard copy - must be received at the UMCM office by Monday October 2, 2023, 4:00 pm. United Methodist Community Ministries, 32 Wesley Blvd, Suite 100, Worthington, Ohio 43085.**

Title of Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sponsoring UM Church: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Information: best phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of Funds requested (Maximum $7,500): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total projected cost for this Ministry in the funding period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(UMCM Grant funding will be a maximum of 2/3 of the Ministry's cash budget).

A) Questions about this specific Local Outreach Ministry

Please answer all questions. For all questions that are not fill-in-the-blank, please provide a brief paragraph as an answer below or on an attached page. If attaching pages, please restate each question exactly.

1. Describe the activities of your Ministry and its core purpose, including who it is designed to reach in the greater community and in your local church congregation. Include how this ministry may transform your community by its healing and empowerment, the spiritual growth of participants, fostering discipleship, and the ministry’s ability to sustain itself going forward.

2) Ministry Facts:

 a) This is: An existing Ministry, year started \_\_\_\_\_\_ A new Ministry \_\_\_\_\_\_

b) What was the average number of persons served per month? Note: if not a monthly ministry, explain average attendance in an appropriate manner.

 2021 \_\_\_\_\_\_\_? 2022\_\_\_\_\_\_\_? 2023\_\_\_\_\_\_\_?

c) What is your Ministry's operating schedule (days/hours), and location?

d) How many volunteers from the church or community regularly serve in this outreach Ministry?

e) How is your ministry evolving or growing?

1. Who oversees this Ministry, clergy or lay persons? What leadership structures and strategies are in place to sustain the future of this ministry?
2. List the churches, faith-based and secular organizations who serve as significant ministry partners, and the nature of their role and participation.
3. How will UMCM funds be utilized in supporting this Ministry?
4. Outreach Ministry Goals

 a) What are at least two primary goals of your outreach ministry for the next

 year?

 b) How do you plan to meet those goals?

 c) How will you measure your success?

1. What, if any, funding have you applied for/received from other sources, UMC or otherwise?

**B) Ministry Impact Story:** Provide at least one story (or more) from a volunteer, person served, or congregation member (other than the Pastor) on how this Ministry has impacted your church and community.

**C)** **A current Safe Sanctuary Policy** needs to be included.

**D) Financial reporting: Please read and follow these directions!**

* This section pertains only to the outreach Ministry referenced in this grant.
* **Do not** provide information for the church's general operating budget.
* **Do not** provide check or deposit registers, or full general ledger activity reports.
* Information must be summarized as requested below clearly showing totals for income, expenses, and net income.
* In-Kind donations should be reported as both income and expense as a separate line item. **In-Kind donations and expenses do not count toward the 2/3 of budget grant funding limit. The 2/3 limit is based on actual cash needs.**
* If you use Excel or another spreadsheet:

One report option - refer to the sample spreadsheet available on the UMCM website. It is an Excel file you may customize to your Ministry. [Grants | West Ohio Conference of The United Methodist Church (umcommin.org)](https://www.umcommin.org/umcm/grants)

* If you use accounting software reports and can isolate this Ministry’s financial records (i.e., exclude church operating and other outreach records):

Refer to the sample spreadsheet on the UMCM website and generate reports which produce comparable information. This will likely result in separate reports for each year required (three total reports).

 Please provide the following:

**a)** **A previous year-end income and expense report for this Ministry,** showing actual income and expenses.

**b)** **A current year-to-date (through the previous month) income and expense report for this Ministry,** showing actual income and expenses.

**c) A budget for this Ministry (January 1-June 31)** showing both income and expenses. The budget should demonstrate howthe congregation contributes financially to the Ministry. UMCM will provide no more than 2/3 of the Ministry budget as stated on Pg. 1, excluding in-kind donations. Note: UMCM grants may not be used to pay for transportation related costs.

**F) Required Signatures:**

I have read the grant proposal and I fully understand and support this outreach Ministry. I understand that application for a Community Ministries grant is not a guarantee of funding.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Pastor**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrative Board/Council Chairperson**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Ministry Director/Representative**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Treasurer**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date**

**v. 07/2023**