



MISSOURI UNITED METHODIST FOUNDATION

2017 Grant Application Instructions

The Missouri United Methodist Foundation is a resource to help strengthen the ministries of the United Methodist Church throughout Missouri. Thanks to the faith-filled generosity of United Methodists across the state, prudent financial management, and God's ever-abundant grace, the Foundation Endowments continue to grow and provide growing support for Missouri's United Methodist churches and related ministries.

Eligibility

Those eligible for ministry grants are Missouri's United Methodist churches and church-related organizations and agencies. Ministry grants are intended to help initiate or enhance programs, projects, or activities that are innovative and effective, and that help build healthier and more vital long-term ministry. Grants are made for one-time funding needs.

How to Apply

- Complete the **Grant Application** form and attach a brief **narrative** statement. **Please DO NOT staple application materials together.**
- A separate application must be completed for **EACH** project. If more than one application is submitted, indicate which project has priority.
- **Original signatures are required. Applications submitted by fax or email will not be considered.**
- **Completed applications MUST be postmarked by the deadline.**

Grants are awarded on a semi-annual basis with deadlines of **April 1, 2017** and **October 1, 2017**.

Mail applications to: Missouri United Methodist Foundation
PO Box 1076
Columbia, MO 65205

- **The Foundation office will acknowledge, in writing, receipt of all completed grant applications.**

How Proposals are Processed and Grants Made

- The Foundation solicits evaluation and commentary regarding each completed application from an appropriate official of the respective district or conference entity that relates to the applicant (e.g. District Superintendent, Board or Council Chair of the Annual Conference, ministry area director). This information becomes part of the application.
- Applications are then evaluated by the Foundation Grant Review Committee. Funding decisions are determined on a case-by-case basis and are dependent on funds available and the merits of each request.
- Priority consideration is given to proposals that demonstrate a strong and meaningful connection to one or more of the Five Practices of Fruitful Congregations. The Five Practices include: radical hospitality, passionate worship, intentional faith development, risk-taking mission and service, and extravagant generosity. For more information, visit www.fivepractices.org.
- Proposals seeking funds for capital projects will be considered only after all other grant priorities have been considered and funding allocations determined. Generally, capital funding awards are capped at \$10,000.
- There are several possible actions that may be taken regarding any application: 1) The request may be approved and either fully or partially funded; 2) The request may be approved for a “challenge” or “matching” grant; 3) Action on the request may be tabled and additional information requested; 4) The grant request may be denied.
- Each applicant will be advised, in writing, of the action taken by the Board.
- If you have questions, please contact the Foundation office at 573-875-4168 or 800-332-8238.

Measuring Results

Approximately one year after the grant funds are disbursed, the applicant will be expected to complete an evaluation of the project. The evaluation form, sent by the Foundation, will ask the applicant to: verify the use of funds, provide a brief progress report, describe how goals and objectives have or have not been met, describe measurable benefits (using a quantifiable factor such as attendance or number of new members, provide average numbers for both before and after implementation.), and identify challenges that arose during implementation. **The evaluation MUST be completed and returned in order to maintain eligibility to apply for future grants.**

Grant Proposal Narrative Guidelines

Along with the application form, please submit a brief narrative that addresses the topics described below. Please limit narrative to no more than two single-sided pages. *Please do not staple application materials.*

Project Description

1. Provide a **brief** overview of your church or agency. Include location, description of congregation, and ministries for which the church is known.
2. Describe the issue or problem to be addressed with grant funds. Identify the target population and number of people to be served by the project.
3. Describe the proposed project. Is this a new project or an existing project? If it is an existing project, when did it begin? Explain how this project fits with the long-range plans of your church or agency.
4. If your organization is a local church, describe how this project incorporates one or more of the Five Practices of Fruitful Congregations. Other types of organizations may want to address this topic if local congregations will be involved in the project.
5. If the project includes the purchase of equipment or software, please describe your plans for installation and security. If the project involves new curriculum or training, describe how others will be trained in the future. Identify staff and church members when appropriate.
6. List the main goals of the project and your plan to document progress and measure results. Please use quantitative measures when possible.
7. Provide a **timeline for implementation**.

Other Notes:

- Photographs, planning illustrations, and examples of fundraising/promotional publications will be reviewed and forwarded to the grant committee at the staff's discretion.
- The grant committee reviews dozens of proposals for each cycle. We strongly recommend that proposals be concise and address the topics outlined above. **Please do not use binders or special covers.**
- Questions? Please contact our office at 800-332-8238 or 573-875-4168.





MISSOURI UNITED METHODIST FOUNDATION

2017 Grant Application

Organization Information

Name of Organization

Federal EIN #

Street Address

City, State Zip

Mailing Address (if different from street address)

City, State Zip

Senior Pastor or Executive Director

Phone

Email

Project Contact

Phone

Email

Organization's relationship to the United Methodist Church
(E.g. local church, district agency, conference agency, affiliated institution)

**If your organization is a local United Methodist church,
please provide the following information:**

District:	
Current Average Weekly Worship Attendance:	

Proposal Information

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Total Project Budget

Dollar Amount Requested

Project Budget

Expenses

Equipment and Materials Purchases

Description	Cost
	\$
	\$
	\$
	\$
	\$
	\$
Sub-total	\$

Personnel Costs (Labor/Salary/Etc.)

Description	Cost
	\$
	\$
	\$
	\$
	\$
	\$
Sub-total	\$

Other Expenses

Description	Cost
	\$
	\$
	\$
	\$
	\$
	\$
Sub-total	\$
Grand Total	\$

Income

	Amount
Missouri UM Foundation grant	\$
Other grants (name each):	\$
Designated Gifts from Individuals	\$
Paid from operating budget	\$
Other (describe):	\$

Total \$

Measures of Success

Goals	1 year	5 year
Average worship attendance <i>(if applicable)</i>		
Number of persons served by this project <i>(if applicable)</i>		
Number of volunteers who will participate in this project <i>(if applicable)</i>		
Other (please describe):		
Other (please describe):		

Project Narrative

Please attach a brief narrative (no more than two, single sided pages) in which you describe your church or organization and how this project will improve and/or advance your mission. You may include relevant history, context and goals of the project and how you plan to measure success.

Authorization

Must include two original signatures. One signature must be that of the senior pastor or agency director. The second signature should be that of another officer of the applicant organization (e.g., board chair, treasurer, council chair, etc.)

The enclosed materials are hereby submitted for consideration. Further, it is understood that if any grant funds are awarded pursuant to this application, the Foundation will send an evaluation form to the applicant approximately one year after the grant is received. The applicant agrees to promptly return the completed evaluation form to the Foundation office, and the applicant understands that it will not be deemed eligible for future grant consideration if the evaluation form is not completed and returned promptly.

Submitted By:

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Name (Print)

Title

Signature

Date

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Name (Print)

Title

Signature

Date

Application Checklist

- Completed Grant Application**
- Proposal Narrative**

Mail all materials to:



Missouri United Methodist Foundation
PO Box 1076
Columbia, MO 65205-1076

If you have any questions or wish to discuss any matters relating to this application, please contact the Foundation at 800-332-8238 or by email at foundation@mumf.org.