

**FIRST UNITED METHODIST CHURCH
ENDOWMENT FUND
GRANT APPLICATION
PREPARATION GUIDELINES**

All Grant Applications must contain the following three parts:

I. TITLE PAGE

- A. Project Title
- B. Funding Requested
- C. Brief Summary of Proposal

II. BODY OF GRANT

- A. Project Title
- B. Purpose: (Need statement – state need and expectation of outcome. Be brief and to the point.)
- C. Rationale: (Why is this project important and how is it relevant to the life of the church?)
- D. Description:
 - a. Objectives
 - b. Number of people affected inside and outside our local church.
 - c. Timeline for implementation

III. BUDGET SHEET

Itemize all of the items or services to be purchased to achieve the objectives of the grant proposal. List the source for the items or services. Investigate and include all shipping and handling charges.

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GRANT PROPOSAL
PROCEDURES**

1. Beginning in January of each year, the Endowment Committee shall announce to the congregation the total amount of Endowment Funds which are available for distribution throughout the coming calendar year. Announcements should be made from the pulpit, in the church bulletin and in the newspaper. Subsequent announcements shall be made throughout the year to inform the congregation as to how endowment funds are enhancing the life of First United Methodist Church and beyond.
2. The Endowment Committee shall provide Grant Application Guidelines to the Church Office for distribution to all interested groups or individuals.
3. Grant Applications may be submitted at any time during the year; however, unless emergency consideration is requested, all Grant Applications will be reviewed at the regular quarterly meetings of the Endowment Committee in January, April, July and October of each year.
4. Individuals or groups must submit their Grant Applications to the Church Office, in writing, at least two weeks prior to the Endowment Committee meeting. A representative of the individual or group shall present their proposal to the Endowment Committee in person at the regularly scheduled meeting and shall be prepared to answer questions about their proposal.
5. Endowment Committee members shall receive the written Grant Applications at least one week prior to the regularly scheduled meeting for review purposes. Committee members should be prepared to discuss the proposal with the applicants and should be prepared to make a decision at the conclusion of the personal presentations.
6. The Endowment Committee Chairman shall inform applicants of the decision of the Committee with regard to Grant Applications.
7. In the event of emergency situations, written Grant Applications shall be submitted to the Church Office and then faxed or e-mailed to all Endowment Committee members for review and consideration. A vote of the committee shall be taken by fax, e-mail or telephone to approve or disapprove the proposals.
8. The Endowment Committee Chairman will keep the Church Office apprised of the balance of funds available for grants.

Approved by Endowment Committee February 27, 2020.

9. Applications received by the Endowment Committee after all funds have been distributed for any calendar year, will be returned to the applicants with instructions that they must be re-submitted to be considered in subsequent years. An exception shall be made for all Grant Applications submitted in the last quarter of the year. In such case, the Grant Applications will be considered at the January meeting for any funds not yet disbursed in the year of submission and for new funds to be disbursed in the following year.

10. Grant applicants have the responsibility of completing their project/activity on the time line as laid out in their Grant Application and submitting a written report to the Endowment Committee of their project/activity within 90 days of their projected completion date. Any granted funds not spent shall be returned to the Endowment Fund and/or retained by the Endowment Committee and made available for funding other projects/activities.