



Broad Street United Methodist Church has played an important role in the lives of many of our families and friends. Many persons, living or deceased, have made this Endowment Fund possible and to them we are deeply indebted.

Grants will be awarded in two categories:

- **Ongoing** – charities and ministries to others currently sponsored by Broad Street United Methodist Church.
- **Short-Term Grants** – charities consistent with the overall mission of Broad Street UMC, seed money for new Broad Street programs for a limited period of time, or special gifts which focus on expanding congregational capabilities and furthering the faith mission of the Church.

When are grant proposals solicited?

Grants applications will be solicited on an annual basis consistent with the budgeting process of the church.

What is the deadline for submitting grants?

Applications must be submitted by Wednesday, September 1, 2010 for the 2011 calendar year.

Where can I get a grant application?

Applications will be available in the church office or on the church website www.bsumc.org.

Who may submit a proposal?

An active participant in the congregation must submit proposals to the Board of Trustees. Proposals submitted from outside this group will not be reviewed.

Where do I send my proposal?

Proposals should be sent to the church office with “**Attention: Grant Application**” clearly indicated on the envelope or turned in to Jeannette Dalton, Business Administrator.

What is the grant review process?

Once grant applications are submitted, the Board of Trustees will start the review process.

- Grant applicants may be contacted to answer questions or provide additional information needed to evaluate their application.
- Once the grant review process has been completed, the applicant will be contacted on the status of their application prior to public announcement of awards.
- Awards will be published in *The Messenger* or church bulletin.

What are the evaluation criteria for grants?

A proposed project, program, or event must meet the criteria for Ongoing or Short-Term Grants and include a timeline with milestones for activities and funding requirements. In addition, applications must include any assumptions on utilizing current church staff for implementation of the proposed program.

How soon will I know a grant has been approved?

All grants will be awarded and announced by our annual Charge Conference (normally held in November).

What other criteria may affect the success of a grant?

Additional factors that the Board of Trustees will consider:

1. Are there other ways we could spend the same money on the same issue more effectively, even if the alternative wouldn't meet endowment criteria? Example is sending church community members to do earthquake relief vs. funding an organization that already does that.
2. Are there other sources of funds available for this proposal?

The Board of Trustees reserves the right to evaluate the merits of all proposals. Those that meet the criteria will not automatically be funded.

Who is responsible for evaluating and administering grants?

The Board of Trustees, as charged by the *2008 Book of Discipline*, ¶2532.5, is responsible for evaluating and administering the funds.

"Subject to the direction of the charge conference as hereinbefore provided, the board of trustees shall receive and administer all bequests made to the local church; shall receive and administer all trusts; and shall invest all trust funds of the local church in conformity with laws of the country, state, or like political unit in which the local church is located."

What is the total amount available for funding?

The amount available is determined annually by the Board of Trustees and its Investment Committee.

If granted, will my grant amount be the same as the amount requested?

If at all possible, the full budget requested for qualifying grants will be awarded. In years where qualified applications and requested budgets exceed the allotted endowment funds, partial budgets may be awarded.

Can previous grant recipients apply for funds? Can an existing program already funded be extended with a new grant?

Previous recipients of grants for successful programs are required to apply for successive years. Existing programs may apply for grants that help extend the program or involve participants in the program in new ways.

If an award is granted and the program is not started or funds are not spent, what happens?

Unspent funds will be retained by the Board of Trustees in the Endowment Fund. A full accounting of the progress of a program or event is required semi-annually.

What is a grant recipient's responsibility for reporting results?

Grant recipients are responsible for preparing a written report to the Board of Trustees semi-annually. The "Final Grant Report Form" must be completed and turned in no later than December 31 of the year the grant is received.

May I use the grant money for another purpose other than what the original request was for?

The grant money awarded to each recipient is to be used only for the purpose it was requested. If programming changes have developed since the original request, a representative must come before the Trustees to modify the request before the money is spent.



2011 SHORT-TERM GRANTS APPLICATION

Read the Endowment Fund Grants Frequently Asked Questions before proceeding. Please complete the following application form and return to Jeannette Dalton, Business Administrator. If you have questions, please call the church office at 423-476-5586 or a member of the Board of Trustees. Proposals must meet the Short-Term Grants purpose – *funds for charities consistent with the overall mission of Broad Street UMC, seed money for new Broad Street programs for a limited period of time, or special gifts which focus on expanding congregational capabilities and furthering the faith mission of the Church.*

APPLICANT INFORMATION

Name of Short-Term Grant: _____
Person requesting grant: _____
Address: _____
Telephone: _____ Fax Number: _____

PROGRAM INFORMATION

Program Contact: _____

Phone: _____ E-mail: _____

Is Broad Street UMC currently funding this program? _____ Yes _____ No

Total Program Budget: \$_____ Requested Amount \$ _____

Are there other sources of funds available for this proposal? _____

PROGRAM SUMMARY: Please describe briefly your proposed program's purpose, the ministry to be engaged in, and how this grant meets the purpose of the Short-Term Grants Fund.

**SHORT-TERM GRANTS PROPOSAL DESCRIPTION
AND REQUEST DETAILS
(Use only space provided)**

1. What are the specific community/outreach needs you are trying to meet through the proposed short-term grant?
2. What results do you hope to achieve through your proposed program? How will it fulfill the needs or extend the capabilities outlined in #1?
3. How does your proposed program meet the Short-Term Grants funding purpose? How does this program help fulfill the mission of the Church? Provide specific examples of how the program fits the funds stated purpose.
4. What population is served by the proposed program?
5. Who in the church community and/or church staff will be involved in the implementation of this program? Outline exactly how they will be involved with the program. Include leadership and member responsibilities to the program.

6. Describe the activities or steps you will take to implement your program or project. Include a timeline, duration of program, and identify staff, volunteers, or consultants responsible for key activities. If other organizations will be involved, what will they do?

7. What other funding do you have or expect to receive for this program?

8. If you plan to continue this program (or salary) beyond the period for which you have requested funds, how do you plan to continue paying for it? Describe the types of efforts you will undertake to raise future funds.

9. If you have received funding from Broad Street UMC in the past, please provide a brief report on how those funds were spent and what results were achieved.

10. (Optional) If you feel there are important details about your program not requested by this application, please tell us here.

SHORT-TERM GRANTS PROGRAM BUDGET

Where necessary, please provide a brief description or justification of line items. Write n/a (not applicable) in areas not needed by the program. Budget should include only costs attributed directly to the proposed program, and should represent the full duration of the program as described in the timeline in question 6. Please feel free to add or delete items as appropriate.

ITEM	Amount requested from Broad Street UMC	Notes and description (if needed)
PERSONNEL/SALARIES (list title and % time on program)		
Subtotal, Personnel		
Benefits (____% of personnel)		
TOTAL, Personnel		
PROGRAM EXPENSES		
Consultants (list title and hours):		
Office supplies		
Printing/duplicating		
Mailing/postage/delivery		
Materials purchase (educational, etc.)		
Telephone		
Rent		
Travel		
Other expense (itemize/describe)		
Total, Program Expenses		
TOTAL EXPENSE (Personnel + Program)		



FINAL GRANT REPORT FORM
(to be turned in no later than December 1 of year grant is received)

Name of Organization Receiving Grant _____

Project Title _____

Total amount requested: _____

Total amount received: _____

Please restate the issues/ needs your organization was planning to address with the grant.

Were there any changes in the use of funds compared to the original proposal?

If Yes, please describe the changes in detail.

What goals were you able to achieve related to your proposal?

Are there any goals you did not manage to achieve compared to the proposal? Please explain why.

Signature & Title

Print Name