



MATTIE STRALEY LONG TRUST FUND GRANT Frequently Asked Questions

In compliance with the *The Book of Discipline of the United Methodist Church* ¶2534 the Mattie Straley Long Trust Fund has been established to assist in the support of local and distant missions through Broad Street United Methodist Church.

Grants will be awarded in two categories:

- **Local Missions** – *charities and ministries to others in Cleveland, TN, Bradley County, and surrounding areas.*
- **Distant Missions** – *charities and ministries to others outside the United States of America.*

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?

For the 2011 calendar year, applications must be submitted by Wednesday, September 1, 2010.

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 Mattie Straley Long Committee.

Where do I send my proposal?

Proposals should be sent to Broad Street United Methodist Church, P O Box 3, Cleveland, TN 37364-0003 with “**Attention: Mattie Straley Long Committee**” clearly indicated on the envelope.

What is the grant review process?

Once grant applications are submitted, the Mattie Straley Long Committee 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.

What are the evaluation criteria for grants?

Grant requests must meet the criteria for Local Missions or Distant Missions Grants.

How soon will I know a grant has been approved?

All grants will be awarded and announced by the Mattie Straley Long Committee.

What other criteria may affect the success of a grant?

The Mattie Straley Long Committee 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 Mattie Straley Long Committee is responsible for evaluating and administering the funds in compliance with the *2008 Book of Discipline*, ¶2534,

What is the total amount available for funding?

The amount available is determined annually by the Mattie Straley Long 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.

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

Grant recipients are responsible for preparing a written report to the Mattie Straley Long Committee annually.



2011 MATTIE STRALEY LONG GRANTS APPLICATION

Read the Mattie Straley Long Grants Frequently Asked Questions before proceeding. Please complete the following application form and return to Broad Street United Methodist Church, P O Box 3, Cleveland, TN 37364-0003 with **“Attention: Mattie Straley Long Committee”** clearly indicated on the envelope.

APPLICANT INFORMATION

Name of Local or Distant Mission 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 Local Missions or Distant Missions Grants Fund.

Completed form should be mailed to: Broad Street United Methodist Church,
P O Box 3, Cleveland, TN 37364-0003. **“Attention: Mattie Straley Long
Committee.”**



FINAL GRANT REPORT FORM
(to be turned in no later than December 31
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