

For Grants Review Committee Use Only

Grant Id# _____

Date App. Received _____

**FIRST UNITED METHODIST
CHURCH FOUNDATION
GRANT APPLICATION**

*File on or before **March 15 or September 30**
Maximum Amount of Grant: \$1,000.00*

PURPOSE

The mission of the First United Methodist Church Foundation is to support for generations the First United Methodist Church, Jefferson City, Missouri and its Methodist heritage. Foundation grant monies should apply to projects and initiatives which are consistent with the Foundation's mission and beyond the reach of the church's operating budget.

GRANT REQUIREMENTS

Applications should be typed or word processed and limited to the space allotted. Handwritten applications will be accepted, but must be printed in black or blue ink and be clear and easy to read.

All sections must be completed and submitted. Use the space provided in the application and only submit attachments if requested by the form.

Please sign and date the application and obtain the signature and date of signing of the church administrator.

Submit application on or before **Spring - March 15th or Fall - September 30th** via e-mail, mail or hand delivery to
First United Methodist Church Foundation
201 Monroe Street
Jefferson City, MO 65101
Attn: FUMC Foundation Board

The grant request should not exceed \$1,000.00. In extraordinary circumstances, the board of directors may vote to exceed the \$1,000.00 limit by a three-fourths vote in favor of the grant.

All requests for purchases related to grants shall be submitted to the FUMC Church Administrator. All financial disbursements will be completed by the FUMC Administrative Office. Personal reimbursements will not be authorized.

All disbursements must be finalized by November 1 (Spring) or March 15 (Fall).

A final report (See Section V) will be required for all awarded grants and shall be filed with the Foundation 14 days after the project/initiative/program is completed.

Who can apply?

You are eligible to apply for a FUMC Foundation if you are a church staff member or a church volunteer who is the chair or leader of a church organization recognized by the Ministry Support Team. A Foundation director is not eligible to submit a grant application

GRANT WRITING TIPS

Applications must clearly state what specific results or benefits are anticipated from an approval of the grant.

Present well-reasoned, thoughtful answers with a positive writing style.

Make it easy for the reviewers to understand. They may not be familiar with career or service jargon, abbreviations or acronyms.

GRANT APPLICATION PROCESSING

Grant applications will be reviewed by the Foundation's board. If an application is approved, a grant award letter will be issued.

Additional information may be requested by Foundation Board members during the grant review process.

If you have questions about the application or the grant process, please contact the Church Administrator at 573.635.6886 or any member of the FUMC Foundation Board of Directors.

SECTION I

IDENTITY OF APPLICANT AND CERTIFICATION

Applicant's Name: _____

Church Position: ___Staff ___Volunteer

Indicate title of Staff or Volunteer Position: _____

(ex. Sunday School teacher, children's choir director, mission team leader, food pantry volunteer, etc.)

Street Address: _____

City: _____ State: _____ Zip: _____

Best Contact Phone Number: _____

E-mail Address: _____

Please list all individuals involved in planning this request. *(This information is helpful if additional information is needed and the primary contact person is unavailable.)* _____

Have you ever applied for a grant from the Foundation? Yes ___ No ___

If yes, when? _____

Have you worked with a church staff member on this particular grant request? Yes ___ No ___

If yes, who? _____

Certification

The undersigned certifies that the information contained in this application is accurate. The undersigned agrees that if a grant is awarded: (1) the grant will be used for the purpose outlined in the grant award letter from the Foundation and may not be expended for any other purpose without prior written approval from the Foundation, (2) the Foundation has received nothing of material value in exchange for the grant, and (3) information about the grant may be used by the Foundation in any published materials.

Applicant's Signature: _____ Date: _____

Church Administrator's Signature: _____ Date: _____

SECTION II
BASIC REQUEST INFORMATION

Grant Request

Project, Initiative or Program Title: _____

Amount Requested:\$ _____

Time frame in which the funds will be used: (Please be as specific as possible by including dates, month, etc. whenever possible.)

From _____ To _____

If total funding is not available, can you benefit from partial funding? Yes ____ No ____

If yes, minimum funding amount: \$ _____

1. Please briefly describe the project/initiative/program for which you are seeking support:

2. What are the goals of the project/initiative/project?

3. The mission of the First United Methodist Church Foundation is to support for generations the First United Methodist Church, Jefferson City, Missouri and its Methodist heritage. How does the project/initiative/program relate to the mission of the FUMC Foundation?

4. Describe the benefits or outcomes anticipated.

5. How will the project/initiative/program be sustained or continue to provide benefit to the FUMC ministry after this year.

6. What subject area(s) of the Foundation would be promoted by an award of this grant? (Check all that apply.)

Adult Ministries Fund

Children and Youth Ministries Fund

Capital Improvement Fund

Music/Drama Ministries Fund

Mission Fund

Visiting Guest Fund

Scholarship Fund

SECTION III
BUDGET SHEET

Please list the anticipated expenses for the project, initiative or project and indicate other contributing funding sources, if applicable.

| Budget Categories | Foundation Amount Requested | Other Funding Sources | Total Expense |
|---|------------------------------------|------------------------------|----------------------|
| Materials & Supplies <i>(Please list items included in this line item.)</i> | | | |
| Equipment <i>(Please list items included in this line item.)</i> | | | |
| Travel Costs | | | |
| Training Fees | | | |
| Other <i>(Please list in narrative)</i> | | | |

SECTION IV

BUDGET NARRATIVE

Please provide a brief narrative explaining what is included in each line item of the budget and how the estimate was determined. *Attach bids or cost estimates from a minimum of two (2) suppliers, if applicable.*

Is this project currently supported or partially support by the church budget? Yes ___ No ___
If yes, what is the line item and amount? _____

SECTION V
FUMC Foundation Grant
FINAL REPORT

Name of Grant Recipient: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Project/Initiative/Program Title: _____

List two benefits or outcomes which resulted from the program or project.

1.

2.

Please submit this report within 30 days upon completion of the program or project. Mail or hand deliver to the Church Office:

First United Methodist Church Foundation
Final Report
201 Monroe Street
Jefferson City, MO 65101
Attn: Grants Review Committee