



# Grant Application Packet

**Deadline for submission of grant proposals to be considered for 2010 grant awards is 12:00 Noon March 26**

Mail **3 Copies** of Completed Grant Application to:

United Methodist Foundation of Western PA  
Attn: Grants Committee  
223 Fourth Avenue, Suite 707  
Pittsburgh, PA 15222

Included in this packet:

- Grant Application Guidelines
- Directions for Submission of Grant Application (2 pages)
- Grant Application Cover Sheet
- Grant Application Budget Template

# Grant Application Guidelines

---

## GENERAL

1. The Foundation reserves the right to reject in whole or in part any grant application that it deems to be incomplete or not in accord with its policies.
2. The decision of the Board of Directors of the Foundation regarding all awards shall be final.
3. Applications that are rejected may be re-submitted once they have been re-written to comply with the guidelines.

## **PURPOSE of those seeking grants shall qualify for consideration by:**

- Being a United Methodist church or organization that is related to the Western Pennsylvania Annual Conference of The United Methodist Church
- Seeking funding for activities that are in keeping with the mission and ministry purpose of the organization seeking the grant
- Seeking funds for operating expenses necessary for the grant-related project

## **PRIORITY for grant awards shall be given to:**

- Projects that are intended to enhance a ministry that is consistent with the United Methodist Foundation's mission to complement and reinforce the stewardship ministry of the churches, organizations, and programs of the Western Pennsylvania Annual Conference
- Projects that are deemed to be of an outreach nature to the larger community
- Projects that are collaborative with other United Methodist entities
- Projects that have identified matching sources of revenue
- Projects that are an integral part of a long-range plan for ministry in the community

## **EXCLUSIONS: Grants shall NOT be made for:**

- Direct salary support
- Building repair, replacement or expansion
- Capital items – including furnaces, air conditioners, remodeling of building structure, ADA accessible modifications
- Cases in which the applicant has full funding available for the project or activity from another source (it is a positive to demonstrate contributions or matching funding)
- Projects or activities that have no mechanism for evaluation in place
- Cases for which there is no evidence of the governing body of the organization endorsing the project or activity
- Program-related equipment (**including computers and IT equipment**) in excess of \$750

## **GRANT AMOUNTS AND TERMS**

1. No grant shall be awarded to any one applicant in excess of \$5,000 for any calendar year.
2. Grants may include amounts to cover the internal expense of the Foundation staff assigned to provide fund development consultation with the entity seeking the funding.
3. Grants may be renewable to up three consecutive years depending on funding sources and quality and scope of the project.
4. Grants may be made conditional upon certain requirements being met and documented to the Foundation's satisfaction.
5. All grants awarded shall require no less than annual reporting to the Foundation as to the progress of the project and the financial activity resulting from the grant and the project funded.

## **TIMING AND FILING**

1. Grant application packets are available on our Web site [www.umfoundation.org](http://www.umfoundation.org).
2. **Completed grant applications must be received in hard-copy form in triplicate to the Foundation office by 12:00 Noon on the last Friday in March of each year.**
3. Grant awards shall be made by May 31<sup>st</sup> of each year.

## Directions for Submission of Grant Application

---

Please include in your grant request the following information, in the order indicated. Use the headings and sub-headings provided below. Additional information pertinent to your grant request, but not specifically listed below, should be included. **Please be thorough, yet brief.**

**GRANT APPLICATION COVER SHEET** – This should be the **1<sup>st</sup> page** of your grant request. VERY IMPORTANT - Please use the form included in this Grant Application Packet provided by the United Methodist Foundation.

**EXECUTIVE SUMMARY** – This should be the **2<sup>nd</sup> page** of your grant proposal and should consist of a **one-page** typewritten synopsis of your grant request written in narrative form addressing **purpose** and **priority** (see page 2). The Executive Summary should focus on the major points of the proposal, including a brief description of the proposed project, who it serves, why it's important, and why your church/agency should receive funds to implement it. The Executive Summary should excite and inspire the reader to review your full proposal. It should also provide the essential information in a concise manner.

**GRANT PROPOSAL** – This should begin on the **3<sup>rd</sup> page** of your grant proposal. The narrative should describe your proposal in a thorough, yet brief, manner, and include the following information.

1. Name of the Church/Agency requesting the grant and name of the specific project/ministry to be funded.
2. Dollar amount requested. (The maximum dollar amount of a United Methodist Foundation grant is \$5,000.)
3. Purpose of the Grant
  - Describe proposed project/ministry, including goals and objectives and your plan to meet them.
  - Is this a new or continuing project/ministry?
  - Identify other organizations, partners, or funding sources participating in the project and their roles.
  - Provide a timetable for implementation.
  - Identify needs/problems to be addressed, target population, number of people to be served by project.
  - Confirm that this project/ministry is endorsed by the governing body of your church/agency and is part of a long-range plan for ministry in the community.

**BUDGET INFORMATION – Complete information relating to both income and expenses must be provided in order that we can assess your qualifications for a United Methodist Foundation grant. This information should be as it relates to the proposed project/ministry seeking the grant, NOT the budget for the Church/Agency. Please include:**

1. Income – Please include all confirmed and anticipated sources of revenue and indicate their status.
  - Funds committed by your church or agency
  - Grants from other sources, such as:
    - Foundations
    - Corporations
  - Earned income (rent, fees, etc.)
  - Individual contributions and offerings
  - Fundraising events and product sales
  - Endowment fund income
  - In-kind support
  - Any additional revenue
  - Grant Requested from UM Foundation
  
2. Expenses – Please include all anticipated expenses.
  - Salaries and wages by individual position, specifying full or part-time positions
  - Materials
  - Equipment
  - Rent
  - Insurance
  - Utilities
  - Publicity/Promotion
  - Office Supplies
  - Other expenses, such as:
    - Printing and copying
    - Telephone and fax
    - Postage and delivery
    - Mission share
    - Project expenses by category (for example: education, worship, etc.)

**Please use the Grant Application Budget Template included in this Packet to submit your Income and Expenses information.**

**ATTACHMENTS – Provide information only as it relates to the project or ministry seeking funding.**

- Copy of current IRS determination letter indicating 501(c)(3) tax exempt status (only required for non-parish institutions)
- Statement verifying payroll tax payments, if any (pertains only to the project/ministry)
- Letters of support that substantiate need for the project and collaboration with other organizations
- Most recent audited annual financial statement
- Any other information pertinent to the grant proposal

# Grant Application Cover Sheet

---

Project Name \_\_\_\_\_

Legal Name of Organization Applying \_\_\_\_\_

Address (principal/administrative office) \_\_\_\_\_

Mailing Address, if different from above \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Pastor or Program Administrator \_\_\_\_\_

Contact Person/Title \_\_\_\_\_  
(if different from Pastor or Senior Administrator)

Phone Number \_\_\_\_\_ FAX Number \_\_\_\_\_

Email Address \_\_\_\_\_

**Purpose of Grant (one sentence)** \_\_\_\_\_

Beginning and Ending Dates  
of Project/Campaign \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Total Project Cost \$ \_\_\_\_\_

Are you currently receiving funding from other United Methodist agencies or committees?  
Identify projects and amounts:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Geographic Area Served \_\_\_\_\_

Signature  
Board/Council Chairperson \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

Name of Sponsoring Organization \_\_\_\_\_

\_\_\_\_\_  
*Signature, Sr. Pastor or Sr. Administrator, or Exec. Director of Agency (Sign above)*

Typed Name and Title \_\_\_\_\_

# United Methodist Foundation of Western Pennsylvania Grant Application Budget Template

**Note: Complete information relating to both income and expenses must be provided in order that we can assess your qualifications for a UMF grant. This information should be as it relates to the proposed project/ministry seeking the grant, NOT THE BUDGET FOR THE CHURCH OR AGENCY.**

**INCOME:**

|   |    |
|---|----|
| Funds committed by your church or agency                | \$ |
| Grants from other sources (list individually)           | \$ |
|   | \$ |
|   | \$ |
|   | \$ |
| Fees to participants                                    | \$ |
| In kind contributions (list source and estimated value) | \$ |
|   | \$ |
|   | \$ |
| Grant Requested from UM Foundation                      | \$ |

**TOTAL ESTIMATED INCOME: \$**

**EXPENSES:**

|   |    |
|---|----|
| Salaries  | \$ |
| Materials (list general grouping of expendable items) | \$ |
|   | \$ |
|   | \$ |
|   | \$ |
| Equipment (list general grouping of item)             | \$ |
| <b>Computers and other IT equipment</b>               | \$ |
|   | \$ |
|   | \$ |
| Rent  | \$ |
| Insurance   | \$ |
| Utilities   | \$ |
| Publicity/ Promotion                                  | \$ |
| Office Supplies                                       | \$ |
| Other (be specific)                                   | \$ |
|   | \$ |

**TOTAL EXPENSES: \$**