

GRANT APPLICATION

Revolving Loan/Grant Fund

West Virginia UMC

Date _____

I. GENERAL INFORMATION

Read each section carefully (some sections are for churches to complete and some are for mission projects, camps, etc. to complete). **Begin by completing Section A or Section B.**

Section A: Church Application

We, the undersigned, members of the Board of Trustees of _____ United Methodist Church in the County of _____, State of _____, and being in the _____ District of the West Virginia Conference of The United Methodist Church being duly authorized by the Charge/Church Conference, hereby apply for a grant in the amount of \$ _____ for the following project:

Attachment A *Please attach a description of the project and the need for the project*

(Describe who will benefit from the project and the projected number of people who will be served)

Pictures are always helpful.

Section B: Camps, Mission Projects, or Parish Application

We, the undersigned, members of the Board of Trustees of _____ in the County of _____, State of _____, and being in the _____ District of the West Virginia Conference of The United Methodist Church, hereby apply for a grant in the amount of \$ _____ for the following project:

Attachment A *Please attach a description of the project and the need for the project*

(Describe who will benefit from the project and the projected number of people who will be served)

Pictures are always helpful.

Name of Pastor or Director _____ Home Phone Number _____

Church or Office Phone _____ e-mail address _____

Church or Office Address _____

Conference Account Number _____ Year church, mission project or camp was organized _____

Church Statistics

Current membership _____ Number of contributing families _____ Members 5 years ago _____

Average Worship attendance _____ Average worship attendance 5 years ago _____

World Service and Conference Apportionments-----current year and past 2 years

_____ Current year	\$ _____	Apportionment amt.	\$ _____	YTD paid	_____ % paid
_____ Year	\$ _____	Apportionment amt.	\$ _____	Amt. paid	_____ % paid
_____ Year	\$ _____	Apportionment amt.	\$ _____	Amt. paid	_____ % paid

It is very important that each church applying for a grant make every effort to pay its Fair Share amount in full. The failure of a church to pay its Fair Share may cause a proportional reduction in the grant or jeopardize the approval of the entire grant.

II. PROJECT FOR WHICH GRANT IS REQUESTED

Are the funds needed because of a disaster? _____ If yes, describe the disastrous event _____

What is the total cost of the repairs because of this disaster? \$ _____

____ Estimated Cost of Project ____ Actual Cost of Project..... \$ _____
 (Check one)

Funds to apply to above cost:

Cash on Hand \$ _____

Pledges to be collected \$ _____

Insurance Reimbursement \$ _____

Loans from lending institutions \$ _____

Fund Raising to be completed \$ _____

Other (specify) _____ \$ _____

Total to Apply \$ _____

Amount requested from Revolving Loan/Grant Fund \$ _____ *

**Grant requests are not to exceed \$12,500.00*

Expected date of completion for this project _____ (month/year)

Attachment B: Attach an itemized list of expected expenses/costs for this project. Also include a list of all avenues exhausted to raise the needed money.

III. FINANCIAL INFORMATION OF THE CHURCH/CAMP/PROJECT/PARISH

Attachment C: Attach a copy of the current budget for your church*, camp, mission project, or parish---it must include all expected expenses for the current year, such as: salaries and benefits, utilities, conference apportionments, debt payments, supplies, maintenance, etc.

*NOTE: This is your entire church budget, not the budget for this capital improvement.

Total income for last year (offerings, gifts, interest, etc.) \$ _____

Total amount of money in reserve (Savings, CD, Trustee Funds, Foundations, etc.) \$ _____

Property value (as found in the conference journal)

Church Site \$ _____

Debt \$ _____

Church Building \$ _____

Debt \$ _____

Parsonage..... \$ _____

Debt \$ _____

Other sites \$ _____

Debt \$ _____

Other buildings \$ _____

Debt \$ _____

_____ \$ _____

Debt \$ _____

TOTAL \$ _____

TOTAL \$ _____

Mission projects, camps, etc. will also complete this section. Change the titles to match your property descriptions.

Attachment D: Attach a copy of the deed(s) for all properties

Attachment E: Attach an original document from your insurance agent, stating that there is sufficient coverage on this property and lists the amount of the coverage.

IV. SIGNATURES OF TRUSTEES

(At least 2/3 of the members of the Board of Trustees or the entire executive committee of a mission project must sign)

At a meeting of the Board of Trustees or mission project executive committee held on the _____ day of _____, 20____, the foregoing application having been carefully prepared and read, and believing the project to be necessary, and pledging ourselves to earnest effort and liberal support of the undertaking, we request a grant in the amount of \$_____.

Name of Trustee or executive committee contact person _____ E-Mail _____

Address _____

Home Phone _____ Office Phone _____

(This person, along with the pastor or director, will be the person with whom the fund coordinator of the Revolving Loan/Grant Fund maintains contact.)

List the names of all of the members of the Board of Trustees or executive committee of mission project (Please Print)

V. CERTIFICATION BY PASTOR AND DISTRICT SUPERINTENDENT

We hereby certify that we have examined and conferred about this application and are in agreement. Therefore, we recommend a grant be granted in the amount indicated below.

Signed _____ Date _____
Pastor or Director

Signed _____ Date _____
District Superintendent

Address _____

Address _____

Phone _____ Cell _____

Phone _____ Cell _____

E-mail _____

E-mail _____

Amount Recommended \$ _____

Amount Recommended \$ _____

Date of conversation/consultation between the Pastor or Director and the District Superintendent _____

Comments if needed.

VI. CERTIFICATION BY DISTRICT BOARD OF CHURCH LOCATION AND BUILDING

(Only need this certification if the project will cost 25% or more of the value of the property)

The meeting of the District Board of Church Location and Building, duly convened at _____, on the _____ day of _____, 20____. Future plans of the _____ United Methodist Church, and the foregoing application for this grant, were carefully examined, and it is recommended that a grant of \$_____ be granted.

Signed _____
Chairperson

Signed _____
Secretary

VII. CLOSING PROCEDURES

Release of Funds:

Funds, if available, will be released when all needed documents have been completed, approved, executed, and recorded.

Authorization:

We certify that we have read and understand the completed Revolving Loan/Grant Fund Application and the foregoing Policies and Procedures and will be governed by them:

_____	_____	_____	_____
Chairperson, Church Council	Date	Chairperson, Board of Trustees	Date
_____	_____	_____	_____
Chairperson, Committee on Finance	Date	Pastor	Date

Evaluation:

Within 3 months after completion of the project, submit the enclosed evaluation form.

Return this application to: Gayle Lesure
PO Box 2043
Clarksburg, WV 26302

deaconess.gayle.88@gmail.com
304-848-0251