

**GRANTS FUND OF THE  
WISCONSIN UNITED METHODIST FOUNDATION**

**GENERAL POLICIES AND GUIDELINES GOVERNING GRANTS**

The Grants Fund is commingled with other funds in the Foundation's Common Fund "A". Income only may be used from the Grants Fund and provides grants for creative and worthy ministries within the church and circuit, to help projects and creative ministries "get off the ground" in the first years of their undertaking. The grant is to be considered more of a "seed money" type of giving than a continuing support of a project. If a grant is given for more than a year, the policy, with few exceptions, is to phase-out support by the end of three years.

**A. NATURE OF THE GRANTS**

1. Applicants for grants should be related to the United Methodist Church, or be part of a sponsoring group that is ecumenical and to which the United Methodist Church is related.
2. Grants will be for the ensuing calendar year.
3. Grants will be given for one year at a time.
4. Because grants are considered to be "seed money" or "start up money", applications may be made for a second and third year grant, each year, but if awarded, will be on a phase-out basis (with some exceptions.)
5. The Foundation might co-sponsor some grants (such as Seminarian Student Scholarships and the Three-Month Educational Program) and thus, issue grants on a continuing basis. For these grants, there will be a yearly review and an annual application necessary, as with other grants.
6. Grants will be considered for the broadest geographical coverage within the Wisconsin Conference, or projects or institutions to which the United Methodist Church in Wisconsin is related.
7. Requests for grants for international youth mission trips will not be considered. Requests for grants for staff salaries will not be considered; however, grants may be awarded to fund training opportunities for new staff positions/programs. Requests for grants to fund the purchase of capital equipment and building improvements are limited and would have to have a missional ministry.
8. The typical range of grants is \$250 - \$7,500.
9. Generally, the maximum amount of a grant will not exceed 10% of the available funds for distribution in the current grant round.

**B. CONSIDERATIONS IN MAKING GRANTS**

1. Is this project or undertaking unique, or could it be done almost anywhere?
2. Is it a pilot project from which others could learn?
3. If it is a pilot project, is the sponsoring group going to write up its findings and then be willing to visit with other groups to share insights and

experiences?

4. Is there a broad base of interest and volunteer support, or is it just one or two persons' ideas?
5. Can the project get adequate funding in the future from other groups, including the possibility of being self-supporting?
6. Given the policy of reduced funding in subsequent years, is the project capable of continuing with 50% funding in the second year and 25% funding in the third year?
7. Does the grant application have the applicant's board's support?
8. Does the project have the support of the corresponding board or group in their Circuit, District or Conference? (This support can be verbal and emotional, as well as financial.)
9. Is the project proposal well thought out or, is it too much in the infancy stage to really move ahead this year?
10. Does the project serve people or institutions which are presently incapable of caring for themselves because of accumulated circumstances?
11. Will the grant serve the disadvantaged in some way? (Such as: the elderly, children, youth, ethnic groups, those in trouble because of battering, hunger, incarceration, chemical dependency, etc.?)
12. Will the grant serve more than one individual? (In no way may a grant be made directly to an individual.)
13. Is the applying group presently acting in an advocacy role, or can it do so in the future?

#### C. PROCEDURES AND METHODS OF APPLICATION

1. Application blanks for grants will be sent from the Foundation office only upon request. Applications and guidelines are also available on the Foundation website [www.wumf.org](http://www.wumf.org).
2. Completed application blanks must be returned before the deadline indicated on the current application. No exceptions to this deadline will be made.
3. The following signatures/approvals must accompany the application for a grant:
  - a. The governing boards of the local church/project seeking the grant.
  - b. If this is a local church/community/circuit program, the Circuit Leader. **Or**, if this is a program beyond the local church/community/circuit, the Conference Program Staff Person (can be reached at 888-240-7328).
  - c. The District Superintendent.
  - d. The names, addresses and telephone numbers of all the above shall be included.
4. **We encourage you to complete your application well in advance of the deadline. Required signatures can be difficult to secure at the last minute. Many individuals vacation during the month of August. This will affect grant applications with a September 1 deadline.**
5. Grant applications must list all sources and amounts of total funding, including the anticipated program budget for the year of the grant.

#### D. REPORT FROM FUNDING GROUPS

1. At least two reports will be expected from the group receiving the grants:
  - a. An informal report should be sent midyear, and should include the way the grant is being used, what are the visible results, who are the people involved, numbers served, etc.
  - b. A second, more complete report must be made prior to the end of the funding year.
2. Other reports might be requested from time to time.

#### E. GRANTS COMMITTEE PROCEDURE

1. The Grants Committee will thoroughly investigate the project or group making application through interviews, correspondence and/or visits to the project, with an attempt to discover both the feasibility and the viability of the project being considered through the investigation.
2. The Committee may contact the appropriate District Superintendent for his/her analysis.
3. The Committee will make recommendations to the Foundation Board at its Board of Directors Meeting concerning the grants for the coming year.
4. By giving a grant, the Board does not give assurance of continued support beyond the year the grant is given.
5. The Grants Committee will inform all applicants concerning the Foundation Board's action promptly following the Board of Directors Meeting.

#### F. PAYMENT SCHEDULE

1. Applicant should indicate a date on the application when funds are needed to complete implementation of the project.
2. Normally, the first possible payment to a funded project will be early spring of the year for which a fall grant is awarded; and when needed during the year if a spring grant award (second round).

#### G. APPLICATION BLANKS

1. Application blanks and copies of the Guidelines Governing the Consideration of Grants may be secured from the Foundation office: Wisconsin United Methodist Foundation, Inc., 750 Windsor Street, P.O. Box 620, Sun Prairie, WI 53590-0620, phone: (888)903-9863 or (608)837-9582, e-mail: [wumf@wumf.org](mailto:wumf@wumf.org), or from the website [www.wumf.org](http://www.wumf.org).
2. The entire application form must be completed. You may add narrative or additional information as an attachment.