

## WUMF GRANT APPLICATION INTRODUCTION & HOW TO APPLY

The Wisconsin United Methodist Foundation exists to help United Methodist churches, ministries, organizations and agencies with all things financial regarding their ministries. We hope to support your church or group to expand your ministry. Since the 1980s, we have offered grants to help projects and creative ministries get off the ground in the first years. If you have a creative and innovative program or project or activity which is new to your group, this may be for you. **Please read what MAY be and will NOT be funded.** These grants are seed money rather than continuing support. Grants typically phase out after three years and **must be spent within a year of the award** (your award letter will explain the time frame). Grants are awarded in spring and fall, funds permitting.

### READY TO BEGIN?

- ◇ Read these directions and guidelines carefully and completely. Notice the items that will NOT be funded on page 2. Call us with questions at 608-837-9582 or email [wumf@wumf.org](mailto:wumf@wumf.org).
- ◇ Complete the Grant Application form that is available on our website ([wumf.org](http://wumf.org)).
- ◇ With application, including a complete budget for this project (see page 3 for example). You may add narrative or additional information as a Word document attachment or a cover letter.
- ◇ You do NOT need your District Superintendent's signature, but s/he could be your 2nd signature.
- ◇ No more than two grant requests per church or organization may be submitted per grant round.
- ◇ Get the 2 required signatures on the signature page of the Grant Application form:

The governing board chair of the local church or agency requesting the grant **AND** The church's circuit leader, the conference program staff person, or a neighboring church pastor

Email or print and mail the completed application (postmarked) no later than **March 1 (Spring Round)** or **November 1 (Fall Round)** to WUMF. NO exceptions to this deadline will be made.

Wisconsin United Methodist Foundation, 750 Windsor Street, Suite 305, Sun Prairie, WI 53590

Email: [wumf@wumf.org](mailto:wumf@wumf.org)

## NATURE OF THE GRANTS

- ◇ Grants should be related to the United Methodist Church or be part of a sponsoring group that is ecumenical and to which the church is related.
- ◇ The Foundation may decide to do a mid-year Spring grant cycle. Fall cycle grants will be for the ensuing calendar year. A grant may be awarded for the full amount, a partial amount or on a vouchered system.
- ◇ Most grants will be given for one year at a time. Applications may be made annually for a second and third year, but if awarded, these grants will be for no more than 2/3 the original grant in year two and no more than 1/3 the original grant amount in year three.
- ◇ The typical range of grants is \$250-\$7,500.
- ◇ Examples of successful projects will be used in WUMF newsletters and marketing.

## EXAMPLES OF WHAT MAY BE FUNDED

- ◇ Start up costs toward a new ministry
- ◇ Curriculum for a new program
- ◇ Training for a new ministry
- ◇ Computer software for new ministry
- ◇ Support for a one-time event
- ◇ Advertising and publicity
- ◇ Programs which strengthen a circuit
- ◇ Licenses and literature
- ◇ Support for the creation and organization of a food/clothing pantry
- ◇ Programs serving the disadvantaged population
- ◇ A well-planned project with a broad base of support
- ◇ A project that can be built into the church budget after 3 years

## WHAT WILL PROBABLY NOT BE FUNDED

- ◇ Misson Trips
- ◇ Anything international
- ◇ Staff salaries or operating expenses
- ◇ Capital equipment such as projectors, computers, video recorders, vehicles, etc.
- ◇ Building improvements such as playground equipment and elevators
- ◇ Applications without the proper signatures
- ◇ Applications without a good breakdown of expenses/omission of budget
- ◇ A project which only serves one individual
- ◇ Anything not related to the UMC or an ecumenical group not related to the UMC
- ◇ Any program to be continued but has no other support
- ◇ Applications received or postmarked after the deadline will not be considered
- ◇ Transportation or the purchase of cars
- ◇ Consultant & speaker fees

## FOR FINAL APPLICATION INCLUSION

- ◇ All of the pages of the application, including the signature page
- ◇ The total anticipated program budget for the year of the grant, as requested on page 2 of the application. Indicate a date when funds are needed to complete the project.
- ◇ List all sources and amounts of total funding. We love to see projects become permanent!

## BUDGET SAMPLE

(Note: Example includes all items needed, but WUMF will not cover those excluded in Grant Guidelines.)

### Goals

1. To **show kids love** - the love of God and our love that is inspired by God's love.
2. To **reach out** to young families in the surrounding communities and make connections with them
3. To provide experiences of **an intergenerational family in Christ** to adult volunteers as well as to kid participants.

### Specifications

1. A team for this brand new initiative is going to be formed
2. A multi-session themed Gospel-teaching program
3. Family-friendly schedule and activities
4. Volunteer training prior to the event and follow-ups to stay connected after the event.

### Breakdown of Costs

1. Curriculum/Preps: \$500
2. Marketing (Social Media, Flyer, etc): \$400
3. T-shirts (for kids and volunteers. \$8 x 75): \$600
4. Safe Sanctuary Background Checks (for 10 new volunteers): \$200
5. Leader Training: \$200
6. Snacks or Light Meals: \$600 (donations anticipated)
7. Miscellaneous: \$100

Total: \$2,600 (A grant request is submitted for the bold lines.)

## DEADLINE

Mail or return the completed application and budget postmarked by March 1 (Spring Round) or November 1 (Fall Round). **No exceptions to this deadline will be made.**

Email: [wumf@wumf.org](mailto:wumf@wumf.org)

Snail mail: 750 Windsor Street, Suite 305, Sun Prairie, WI 53590 Attn: Grants

## GRANTS COMMITTEE PROCEDURE

The WUMF Board Grants Committee will thoroughly investigate the project or group making an 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. Grants are awarded dependent on funds available and the merits of each request. An approved request may be either fully or partially funded. A request may be approved as a “matching” grant. A request may be tabled until further information is received or it may be denied. In a grant letter, it may be denied with recommendations for better ways to meet requirements next time. By giving a grant, the Board does not give assurance of continued support beyond the year the grant is given. The Grants Committee will inform all applicants concerning the Foundation Board's action promptly following the Board of Directors Meeting, **typically at the beginning of April or December**. When you have received a grant, you must tell us when you will need the funds as they are not automatically sent to you. Instead, **we will reimburse you after you send us your receipts. Reimbursements can happen anytime in the 12 months following the approval of the grant. Refer to your grant letter for receipt submission deadlines.**

## AFTER GRANT AWARD

- ◇ A written report will be expected from the group receiving the grants. Include the way the grant is being used, what are the visible results, who are the people involved, numbers served, how lives are being changed, etc. Pictures are helpful to use the information in WUMF marketing. Other reports might be requested from time to time.
- ◇ If the situation changes and you feel you won't be using the funds in the year or in the way they are intended, please call us for direction at 608-837-9582 or email [wumf@wumf.org](mailto:wumf@wumf.org).
- ◇ 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 there is a Spring grant award (second round).

## FAQS

- ◇ Who has to sign the application? (see page 1 of these Grant Guidelines under “Ready to Begin”)
- ◇ How do we submit the application? (see page 3 of these Grant Guidelines under “Deadline”)
- ◇ What is the deadline? Is it flexible? In a word, no. (see page 3 of these Grant Guidelines under “Deadline”)
- ◇ When do we get our money if we receive the grant? (see this page under “Grant Committee Procedure” and “After Grant Award”).
- ◇ When do we find out if we've been awarded a grant? (see this page under “Grant Committee Procedure”)
- ◇ What do you mean by a new and creative ministry? We're interested in something we've seen other churches do but it's new to us. Does this count? Yes, if your church has not done this ministry before, it is probably considered new ministry.
- ◇ How many applications can we submit? (see page 1 of these Grant Guidelines under “Ready to Begin”)