



WUMF GRANT APPLICATION INTRODUCTION

The Wisconsin United Methodist Foundation exists to help United Methodist churches, ministries, boards and agencies with all things financial regarding their ministries. We hope to support your church or group in expanding your ministry. Since the 1980's we have been able to offer 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 to be considered seed money rather than continuing support. Grants typically phase out after three years. There is a round of grants offered in the Fall and frequently again in the Spring.

HOW TO APPLY

- ☐ **Read** these directions and guidelines carefully and completely. Notice there are many things that will NOT be funded. Call us with questions at 1-888-903-9863 or 608-837-9582.
- ☐ Complete the **Grant Application** form that is available on our website.
- ☐ **Complete** the application, including a complete budget for this project. You may add narrative or additional information as an attachment.
- ☐ You do NOT need your District Superintendent's 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 or the conference program staff person

Email or print and mail the completed application (postmarked) no later than **March 1** (Spring Round) or **November 1** (Fall Round) to the 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 FAX: 608-837-2492

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.
- ◇ 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. The Foundation may decide to do a mid-year Spring grant cycle.
- ◇ 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.
- ◇ Visit www.wumf.org/grantsPast.html for a list of recently awarded grants.

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 which can survive on its own after 3 years

WHAT WILL PROBABLY NOT BE FUNDED

- Mission trips
- Anything international
- Staff salaries or operating expenses
- Capital equipment such as projectors, computers, video recorders, vehicles, etc
- Building improvements such as playground equipment, elevators
- Applications without the proper signatures
- Projects that have not been well thought out
- 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

WHAT SHOULD BE INCLUDED IN THE APPLICATION

- ◇ All the pages of the application including the signature page
- ◇ List all sources and amounts of total funding
- ◇ The 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
- ◇ If desired, include no more than one separate sheet which describes the grant request in more detail

SEND IN THE APPLICATION

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 FAX: 608-837-2492

Wisconsin United Methodist Foundation
750 Windsor Street, Suite 305, Sun Prairie, WI 53590-0620
Questions? Call 1-888-903-9863

GRANTS COMMITTEE PROCEDURE

The Foundation 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. Sometimes it may be denied with recommendations for better ways to meet the Foundation requirements next time. The Committee then makes recommendations to the Foundation Board at its Board of Directors Meeting concerning the grants for the coming year. 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 December or April. When you have received a grant you must tell us when you will need the funds as they are not automatically sent to you.

WHAT HAPPENS AFTER A GRANT IS AWARDED

- ◇ The WUMF will inform all applicants concerning the grant status in December or April.
- ◇ A 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 if we use the information in an article in our *Focus on the Foundation* newsletter. 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. We expect that unused funds will be returned to the Foundation.
- ◇ 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).

FAQ'S

- ◆ Who has to sign the application?
 - ◇ You—or someone who is responsible for the application. This person needs to be the one who may be contacted by the WUMF committee for more information.
 - ◇ The Church Council chairperson or the group's governing Board president or chairperson.
 - ◇ The Circuit Leader, or if it's a Conference project, the chairperson of the Conference Board or the Conference Staff person relating to the board or agency.
 - ◇ There is no need for the District Superintendent's signature.
- ◆ How do we send in the application?
 - ◇ You may put it in the mail, fax it, email it or bring it to the Wisconsin United Methodist Foundation office. It must be received or postmarked by **March 1** (Spring Round) or **November 1** (Fall Round).
- ◆ What is the deadline? Is it flexible?
 - ◇ The deadline for the Spring round of grants is **March 1**. The deadline for the Fall round of grants is **November 1**. There is **no** exception to this.
- ◆ When do we find out if we've been awarded a grant?
 - ◇ One way or another, you'll receive a letter in December for the Fall round or April for the Spring round.
- ◆ When do we get our money if we receive the grant?
 - ◇ The monies will be available during the year of the grant. If you applied during the Fall round, the money is available the following January. If you applied during the Spring round, the money is available through the end of the calendar year. You must tell us when you need the funds. They are not automatically sent to you. Sometimes you may be asked to send in receipts. Sometimes you may be asked to show you have raised matching funds.
- ◆ 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 or organization hasn't done this ministry before or are restarting something you may have done before it is probably considered a new ministry.
- ◆ How many grant applications can be submitted by each church or qualifying organization during each grant round?
 - ◇ No more than two grant applications per church or qualifying organization will be accepted per grant round.